

Postbridge Village Hall Committee Meeting

21/09/15

Present

Paul Hammett, Sue Hammett, Pat Audas, Jackie Gee, John Churchley, Stephanie Kable.

New members: Tessa and Steve Arrowsmith- Brown

Guest: Spud Owen

Apologies

Adam Lloyd

Discussion	Action Agreed	By Whom	Date Required
<p>Actions from last meeting: Frank has finished and fitted the new attic door</p> <p>Beetle drive raised £155 last Friday 18/09/15</p> <p>Vodafone ROSS; no further contact since requesting a village meeting</p>	<p>Money raised to pay for new baize on whist tables and any left to Village Hall Funds</p> <p>NFA</p>	<p>Helen Gay</p>	<p>31/12/15</p>
<p>Chairman's report: On 1st July Bob, Adam, Frank and Paul cleared the grounds in preparation for the trenches to be dug for the new water pipes.</p> <p>Paul has contacted Maureen Seabrook re 2/3 dead trees adjacent to the village Hall. Maureen has obtained quotes to clear them</p> <p>Paul has contacted SW Highways who have agreed to drop off scalpins when the work gang is next in the area and will roll the car park once scalpins are distributed.</p> <p>All work identified on 'Priorities List' has been completed with exception of the repair of the fire door.</p> <p>(Including disabled parking space, refurbishment of noticeboard, bunting and tablecloths, new sign and post, new light, car park completion, external decoration, independent water supply, fixing of ladies toilet, outside ground clearance)</p>	<p>To remove dead trees</p> <p>For scalpins to be redistributed across first car park when arrived</p> <p>Fire door to be repaired</p>	<p>Maureen Seabrook</p> <p>Frank Martin</p> <p>Adam Lloyd</p>	<p>TBC</p> <p>18/11/15</p>

<p>Luncheon Club Update Spud Owen has carried out research into the interest regarding hosting a regular luncheon club. Feedback was people are hesitant to volunteer to cook and/or to commit to a regular meeting during the day.</p> <p>Consensus was everyone thoroughly enjoyed the Summer Social and would prefer to attend evening events/socials than regular luncheon club commitments.</p> <p>Many people willingly overpaid at Summer Social to help funds towards Village Hall but still only £113.47 profit.</p> <p>Numbers at coffee mornings has also been dwindling.</p>	<p>To arrange further evening Village Socials and increase the charge</p>	<p>All</p>	<p>Ongoing</p>
<p>Treasurers Report: £4928.07 in bank with cheques still to cash Dartmoor national park £3000 payment received</p> <p>This period excess of income of £438.30</p> <p>Main expenditure identified previously was the high electricity bill. Pat has negotiated a new contract with EDF of better value and now paid via standing order.</p> <p>Discussion of whether hall hire fee covers overheads. All in agreement it is in the hall's interest to be the cheapest in the area due to isolated location and the services offered, i.e. only 2 toilets.</p> <p>Millennium bench fund agreed previously to be added into Village Hall Funds. Not enough for a bench and been 15 years with no plan of action. Gerald Smerdon has enquired about this.</p>	<p>External audit to be arranged</p> <p>Hall hire charge to remain unchanged. However £5 charge for kitchen use to be introduced in the new year</p> <p>Discussion to be had with Gerald</p>	<p>Pat Audas</p> <p>Jackie Gee and Pat Audas</p> <p>Pat Audas</p>	<p>12/11/15</p> <p>01/01/16</p> <p>18/11/15</p>
<p>Water Supply: The hall now has its own independent water supply including own bore hole, water pipe around hall including spur to the well.</p> <p>Bore hole tested and water quality safe to drink. (well has not been tested at this stage)</p> <p>Mr and Mrs Greatex happy with results</p>	<p>To use new water supply</p> <p>Letter of thanks to be sent to Dave Fisher</p>	<p>All</p> <p>Steph Kable</p>	<p>Now</p> <p>30/09/15</p>
<p>External Decoration: Work has now been completed to a satisfactory standard by Stephen Carter who matched the second</p>	<p>NFA</p>		

quote received of £2100, after cheapest quote was unable/unwilling to provide references. Further work was completed including fixing of door, bringing cost to £2200.			
Car Park Volunteers Photograph Selection of photographs viewed and all voted in favour of number 5 to be used and framed. Sue Murphy would like to sign her photographs	Matching frame and surround to be sourced and used up to cost of £20 Photographs to be taken to Sue Murphy to sign Spare photographs to be given to volunteers as keepsake	Sue Hammett Tessa Arrowsmith - Brown Sue Hammett	18/11/15 18/11/15
Health and Safety Adam Lloyd not in attendance to update Wheelchair ramp still missing	To gain quotes for replacing ramp	Steph Kable	30/09/15
Big Lottery Fund Stage one application, submitted by Paul Hammett was successful . Asking for a total of £238 000 to complete extension. See stage one report for breakdown and details. Plans are also on village hall website. Paul, John and Steph attended meeting with Dawn Eckhart from Devon Communities Together to plan stage 2 application. To be completed in liaison with mike Gilbert, architect. Stage 2 assess' organisational strengths. Hallmark scheme will be useful to aid our bid and also important to have in its own right. Aim to achieve level 2 status. Government document stating VAT rates for building sourced by Paul Hammett	Sub committee to complete stage 2 application Dawn Eckhart to complete site visit New committee members to submit CV, detailing skills and strengths. To complete Hallmark scheme documents To be used for detailed breakdown of costs	Paul, Pat, John and Steph Paul, Pat, John and Steph Steve, Tessa, John, Steph and Jackie Adam Lloyd Pat Audas	12/11/15 14/10/15 07/10/15 12/11/15 12/11/15

<p>Website: The Village hall website has now been live for 2 months: www.postbridgevillagehall.co.uk</p> <p>Steph has already received approx. 5 enquiries via the contact form on the website.</p> <p>Feedback was the robot authentication is too difficult and postcode needs to be on the website. Discussion around risk of spam mail without the authentication.</p> <p>Identified need for regular news updates on website to include big lottery bid, fundraising events and totals raised and minutes of meetings for full transparency.</p> <p>New committee members need photograph and a short biography added</p>	<p>For people to view and provide feedback</p> <p>To trial period with authentication removed and add postcode to website</p> <p>News section to be added. For update and photos of WI dinner to be sent</p> <p>To be sent to John to be added to website</p>	<p>All</p> <p>John Churchley</p> <p>John Churchley Sue Hammett</p> <p>Steve, Tessa and Pat</p>	<p>18/11/15</p> <p>18/11/15</p> <p>18/11/15 18/11/15</p> <p>18/11/15</p>
<p>Bookings: Pat and Jackie have produced a booking register which will be ticked off as payments received.</p> <p>A new proforma invoice has been produced by Pat and Jackie and being sent out to all bookings with details of all payment methods on. Bank transfers are now being received following this.</p> <p>Upcoming bookings; Monday and Thursdays – Phils Follies rehearsals Alternate Tuesdays – Whist Drives oct 11th harvest supper oct 30th pasty and quiz night nov 14th Richard III performance, tickets £5 from post office, refreshments not included 22, 26 ,27 ,28 th sylvia agneu - play and meal dec 5/6th Christmas tree festival and dinner dec 12th Carolyn Hillyer Christmas concert in church, hall booked for facilities</p>	<p>For a tick box for permission to use event on the website.</p> <p>To offer assistance at Sylvia's performance</p> <p>To ask Ben Philips, forester for permission to use trees from Bellever To be 5ft high</p>	<p>John Churchley</p> <p>Paul ,Sue, John, Steph and Jackie</p> <p>Steve Arrowsmith Brown</p>	<p>18/11/15</p> <p>27-28/11/15</p> <p>18/11/15</p>
<p>Autumn Social: Pasty, Pudding and Quiz night on 30/10/15 Sue Hammett has made poster advertising event</p>	<p>Catering Quiz mistress Raffle Bookings Radio plug via Tony Beard</p>	<p>Sue Martin Karen Gilbert Sue & Steph Ana Morgan Sue Hammett</p>	<p>30/10/15</p>

	Set up	Pat, Sue, Jackie, Adam and Steph	
	Take down	Pat and Steve	
AOB: Village Hall Clock has stopped working.	New clock to be purchased up to value of £50	Sue Hammett	18/11/15
Discussion of potential of out of area members on the committee. Some agreement if they bring a new skills set to the team. Some hesitation regarding their motives if out of area.	To be discussed at next meeting	All	18/11/15
Warm welcome to our new committee members Steve and Tessa Arrowsmith-Brown; as proposed by Paul Hammett, Seconded by John Churchley and voted in favour by all.	Contact list to be updated	Steph Kable	18/11/15

Meeting ended 21:34

Next Meeting
Wednesday 18th November
7:30pm

Signed.....

Date.....