

**Postbridge Village Hall Committee Meeting
18/02/16**

Present

Paul Hammett, Sue Hammett, Adam Lloyd, Jackie Gee, Steve Arrowsmith-Brown, Tessa Arrowsmith-Brown, Pat Audas, John Churchley, Steph Kable, Julian Greatex, Annabel Caunter (Guest).

Apologies

Helen Gay

| Discussion | Action Agreed | By Whom | Date Required |
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| <p>Actions from last meeting: Frank Martin has repaired damage to the wall from Alex Warne horses and installed fencing. Payment received via Tom Stratton, Duchy of Cornwall..</p> <p>Hallmark Level 2 awarded. Hallmark scheme recommended village hall accounts to be audited annually.</p> <p>Adam has created a plan of fire extinguishers and exits to be displayed on a noticeboard.</p> <p>Side store storing unrequired items</p> <p>Under 18 Policy updated by Jackie and Pat</p> <p>Everyone has received copy of the Charity Commission booklet</p> | <p>Accounts to be audited</p> <p>New noticeboard to be purchased and put up.</p> <p>Store to be cleared out and tidied</p> | <p>Rich Watson</p> <p>Adam Lloyd</p> <p>Paul and Steve</p> | <p>09/05/16</p> <p>09/05/16</p> <p>09/05/16</p> |
| <p>Chairman's Report Alan Goodall from Bovey Tracey has donated Hi-Fi and speakers to the village hall</p> <p>The socket inside the door and the outside light stopped working. Alan Hughes, Totally Wired, found water in the junction box and believes the equipment plugged into the socket was faulty causing overheating.</p> <p>See update in Big Lottery Section</p> | <p>Junction box to be filled with non-conductive gel and resealed. RCD socket to be replaced and time clock rewired.</p> | <p>Alan Hughes</p> | <p>23/02/16</p> |
| <p>Treasurer's Report Currently have £489.83 cash and £5483.43in assets £1110 income from hall hire so far this year Largest expense electric Still excess of income of £993.66</p> | <p>Accounts to be presented at AGM</p> | <p>Pat Audas</p> | <p>07/04/16</p> |
| <p>Big Lottery Fund Paul, Pat and John met with Big Lottery Officials yesterday. Feedback was the need for improvements agreed, research is needed into professional fees, accessibility needs to be incorporated into plans, i.e. Lift to stage, baby</p> | <p>At least two architects to be contacted and quotes obtained.</p> <p>Plans to be revised and</p> | <p>Paul Hammett, Pat Audas, John Churchley</p> | <p>April 2016</p> |

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| changing rooms. Funding from lottery to pay for modifications. To plan for the April Big Lottery panel. | presented at AGM | | |
| Health and Safety No health and Safety Updates Fridge freezer was not working over pantomime period but now appears to be working. All in agreement to purchase if faulty again, up to £250. | Electrician to test. To monitor for faults | Alan Hughes Paul and Annabel | 23/02/16 Ongoing |
| Bookings update Bookings going well; 3 bookings in last week... church synod June 9th, April 30th cycling, Ines- 4 day workshop, Future events Pudding, pasty and quiz night Red Nose Day Event Table top sale for end of May for cancer charity Barn dance at end of summer; as last barn dance was well enjoyed by the community. | Quiz master Sue Martin to be asked to cater To look into hosting charity event To research costs and possibility of hosting barn dance | John & Steph Paul Adam Lloyd Steph and John | 13/05/16 26/05/16 09/05/16 |
| Cleaning Schedule Reviewed cleaning schedule, all happy. Spring cleaning day for 'deep clean' April 2nd cleaning day, 10am, | To continue with current schedule To include Windows, painting toilets, clearing grounds | Annabel John to put notice on website to attract volunteers as well as committee | Ongoing 02/04/16 10am |
| Hirers comments and feedback Sylvia Agnew e-mailed thanks for support for forthcoming shows. | | | |
| AGM 7 April For agenda to include update, finances, big lottery application, complimentary wine, Adam to provide wine, Future committee New chairman and treasurer required 2017 | Flyers to be designed & printed & distributed with consultation survey Survey to be created and added to website Complimentary wine | Paul Pat All John Adam | 02/04/16 02/04/16 07/04/16 |

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| Mark and Jeanette Shackleton Kenny Watson and Brian to be invited to AGM with a view to joining the committee. | | | |
| AOB Village hall would benefit from its own logo Website to be linked to national park, visit Dartmoor, what's on in... | To create competition via local schools to create logo To create links | John Churchley John Churchley | 09/05/16 09/05/16 |

Meeting Ended: 21:00

Next meeting
Monday 9th May
7:30pm

AGM
Thursday 7th April
7:30pm