

**Postbridge Village Hall Committee Meeting**  
**9<sup>th</sup> May 2016**

**Members Present**

Paul Hammett , John Churchley, Lynette Lloyd, Jackie Gee, Sue Hammett, Steve Arrowsmith-Brown, Tessa Arrowsmith-Brown, Steph Kable

**Apologies**

Pat Audas

**Absent**

Helen Gay, Julian Greatex

Discussion	Action Agreed	By Whom	Date Required
<p><b>Matters Arising</b>            Alan Hughes completed electrical work and bill has been paid            Fridge freezer appears to be working at present.</p>	To monitor	All	Ongoing
<p><b>Chairmans report</b>            Letter received from Bob Martin thanking chairman and committee for the amount of work and progress made in connection with the village hall. Brenda and Bob planted the roadside daffodils before with great pleasure, therefore a cheque for £100 for daffodil bulbs received. Thanks to Bob</p> <p>E-mail from Caroline Parker, great granddaughter of George French, of Greyhound Farm has a presentation key for Postbridge cemetery and a death penny for Richard Charles Arscot French, son of George French</p>	<p>If a Remembrance board is created, memorial plaque for Brenda to be included.</p> <p>Paul has written to Bob Martin</p> <p>To find out precisely what is on offer and if possible have the item(s) mounted and displayed in the village hall</p>	<p>All</p> <p>Paul Hammett</p> <p>Paul Hammett</p>	<p>Ongoing</p> <p>11/08/16</p>
<p><b>Treasurers Report</b>            £6381.91 available assets            Phil's Follies to donate £600 to village hall funds with the proviso that the village hall uses some of the money to re-hang the stage curtains.</p> <p>Audit of accounts</p>	<p>Ros Chilcott to get quote for re-hanging stage curtains, Lynette to liaise.</p> <p>Pat to give accounts to John and Steph to pass to Rich Watson for auditing</p>	<p>Ros Chilcott Lynette Lloyd</p> <p>Pat Audas Steph Kable</p>	<p>11/08/16</p> <p>11/08/16</p>
<p><b>Health and Safety</b>            New H&amp;S member needed</p>	H&S member appointed	Lynette Lloyd	9/05/16

<p>Refurbishment/extension on hold whilst smaller projects are completed.</p> <p><b>Tiling of toilets</b> During clean and paint day there was concern this will need repeating regularly due to damp</p> <p><b>Outside plans and maintenance of ground</b> Poor visibility of outside step</p> <p>Feedback from hirers that outdoor space would be beneficial. Outdoor seating area at back of hall to include £500 for membrane sheet, slate shingle, stone circle, up to £800.</p>	<p>To tile all toilet walls, up to the cost of £500. All decided tile sample number 2. Bob Martin has volunteered time. Sue to talk to spud for gift idea to thank Bob.</p> <p>Strip of white paint on step</p> <p>Maureen Seabrook to be consulted, Co ordination of project clearing ground and laying membrane and slate.</p> <p>Offers of assistance</p>	<p>Bob Martin and John Churchley</p> <p>Sue Hammett</p> <p>Paul Hammett</p> <p>John Churchley Frank Martin</p> <p>Steve and Paul</p>	<p>11/08/16</p> <p>31/05/16</p> <p>11/08/16</p>
<p><b>Bookings update</b> Good feedback verbally but none written in the book. Repeated bookings thought to be due to hall improvements and new website.</p> <p>PA system available for village hall use</p> <p><b>Quiz night</b> To be held at East Dart Friday 13<sup>th</sup> at 7:45,</p> <p><b>Autumn Barn Dance</b></p>	<p>To encourage hirers to record feedback.</p> <p>To be offered for £10 to hire</p> <p>Raffle Collecting quiz money Quiz questions and prize</p> <p>To present costings and ideas at the next meeting</p>	<p>Jackie Gee</p> <p>Jackie &amp; John</p> <p>Paul and Sue Steve &amp; Tessa John &amp; Steph</p> <p>John &amp; Steph</p>	<p>Ongoing</p> <p>Ongoing</p> <p>13/05/16</p> <p>11/08/16</p>
<p><b>Ongoing Actions from previous meetings:</b> Pat Audas to organise a key safe for village hall key. Code to change monthly,</p> <p>Website update</p> <p>Airband currently not live in this area, agreed w- fi would be beneficial at hall if at the right cost.</p>	<p>To check progress To organise key safe</p> <p>New committee members to send photo and profile. Website to be updated</p> <p>To research Airband and get up to speed training once available in this area</p>	<p>Paul Hammett Pat Audas</p> <p>Lynette and Julian John Churchley</p> <p>John Churchley</p>	<p>11/08/16</p> <p>asap</p> <p>asap</p> <p>11/08/16</p>

Devon Communities Together	Membership to be discussed next time	Stephanie Kable	Ongoing
<b>Review of cleaning schedule,</b> £10 charged if hall is left messy,	£10 to be paid to Annabelle Jackie to notify annabelle	Jackie Gee	11/08/16
No gas left in bottles at WI meal	To research if gauge can be fitted to gas canister	Steve Arrowsmith-Brown	11/08/16
Photograph pinboard to display only recent events.	One big pinboard to be purchased and photographs gathered	Paul Hammett	11/08/16
Village hall logo competition, Application for charity prize from Pennywell Farm submitted.	To be offered to local schools. Await confirmation from Pennywell for prize Peter Dolbere, local artist to be asked to judge Runner up prize to be decided at next meeting	John Churchley	11/08/16
<b>AOB</b>			
Dartmoor Parish Meeting 12th May	To be attended to present annual village hall report	Paul Hammett	12/05/16
Charity commission booklet	To be sent to new committee members	Steph Kable	11/08/16
WI held a Yoga session for all abilities which was enjoyed by all who attended.	3 free sessions for yoga instructor to trial To be held in afternoons, starting in September. To find out cost per person To advertise in parish link	Sue Hammett & Jackie Gee	11/08/16
Poster to advertise village hall for hire including price and booking information is needed	Poster to be added to hall window and noticeboard	Pat Audas and Jackie Gee	11/08/16
Fundraising to be targeted for specific items/plans for hall	Objective list to be decided Quiz money for tiling toilets	All	11/08/16
Hearing loop recommended by hallmark scheme	To be discussed at next meeting and installed if possible for next pantomime	All	11/08/16

Meeting End at 21:10

Next meeting  
**Thursday 11th August**  
**7.30pm**