

Postbridge Village Hall Committee Meeting
11th August 2016

Members Present

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

Apologies

Pat Audas

Absent

Helen Gay,

Discussion	Action Agreed	By Whom	Date Required
<p>Matters Arising</p> <p>Daffodils: Julian asked the Parish Council to borrow safety equipment and they have now offered to help plant.</p> <p>No further correspondence from Caroline Parker re presentation key and death penny.</p> <p>Accounts Audit</p> <p>Gas Gauge: Steve has purchased gauge for £15.99 to show how much gas is left.</p>	<p>Bulbs to be planted later due to grass growth. Notice to be put in Post Office for volunteers.</p> <p>NFA</p> <p>Accounts to be passed to John and Steph to distribute to Rich Watson</p> <p>To fit and trial gauge Instructions to be put in user manual Gas to be checked each meeting</p>	<p>Julian to lead.</p> <p>Pat Audas</p> <p>Steve Arrowsmith-Brown</p>	<p>18 Oct '16</p> <p>18 Oct '16</p> <p>18 Oct '16</p>
<p>Chairmans report</p> <p>Committee Structure: Current constitution states committee members serve a maximum of 3 years, Meaning Paul to leave in March and Sue in August.</p>	<p>To recruit new members Approach Annabelle and Mr and Mrs Shackleton Notice to be placed in Parish Link</p>	<p>John Tessa Paul</p>	<p>18 Oct '16</p> <p>Aug '16</p>
<p>Treasurers Report</p> <p>£6400.22 available assets Income £377.89 in excess of expenditure</p>			
<p>Health and Safety</p> <p>Fire Exit partially obstructed by tiles and block of concrete</p> <p>Fire signs currently knocked down</p>	<p>Fire Exits to be left clear, tiles to be moved, (concrete moved during meeting.)</p> <p>Signs to be erected</p>	<p>John Churchley</p> <p>John</p>	<p>Asap</p> <p>Asap</p>

Access issues to outdoor seating area	Work still ongoing; Granite step to be sourced Rails to be added White paint to be added at the edge of each step	All John to lead	18 Oct '16
Water Safety Test	Water Test Booked	Lynnette	25 Aug '16
Yoga Classes Una Miller is local yoga instructor Classes advertised in Parish Link	To trial 3 taster sessions on 15 th , 22 nd , 29 th Sept at 2pm for £5. To be added to website	John	Aug '16
Stage Curtains Action from Phil's Follies AGM that stage curtains are not closing and needs rehangng. Lynnette arranged for someone from Exeter to quote but curtains were working fine.	To investigate refurbishment costs in liaison with Ros Chilcott	Paul Hammett	18 Oct '16
Airband Still not live in this area	To check status on airband website	John Churchley	18 Oct '16
Outside plans – Volunteer Day For maintenance of grounds	Strimming, hedge trimming and cleaning of inside windows. Notice to be in Parish Link	All Paul	24 Sept '16 Sept '16
Hall Refurbishment Pinboard to display photos of recent events. General consensus against memorial board Tiling of toilets: Gents toilet complete Ladies still ongoing, awaiting Bob to be available Key Safe: Is now in place at the side of the hall Lighting poor when opening/locking up on dark nights	Current pinboard to be used to event photographs. Fire plan to be framed and moved to wall by entrance. To finish tiling half complete wall. To tile rest of ladies toilet Code to be changed every 3 months Solar powered sensor light to be fitted above entrance door.	All Lynette John Churchley Bob Martin All John Churchley	Ongoing 18 Oct '16 18 Oct '16 18 Oct '16 18 Oct '16 18 Oct '16
Bookings update Good feedback verbally but not recorded in writing. Autumn Barn Dance Banned on the Moor agreed to play at reduced fee if fundraising for village hall extension/refurbishment	To encourage hirers to record feedback. To postpone until the Spring	Jackie Gee Steph and John	Ongoing Spring '17

<p>Quiz night To be held at the village hall on sat 22nd October at 7.30pm.</p> <p>Christmas Bingo with mulled wine and mince pies</p> <p>Christmas Tree Festival</p>	<p>Quizmaster Catering Raffle Front of House Posters and link notice Sale of Tickets-Ana Morgan to be asked* Setting up</p> <p>To be discussed next meeting</p> <p>To check the date of Widecombe's festival</p>	<p>Paul Hammett Sue Martin Steve & Tessa Steph Sue Hammett Paul Hammett</p> <p>All</p> <p>Steph and John to lead</p> <p>Paul Hammett</p>	<p>22 Oct '16</p> <p>21 Oct at 2pm</p> <p>9th December</p> <p>18 Oct '16</p>
<p>AOB Village Hall Logo</p> <p>Village Hall Draw</p> <p>Gerald Smerdon has offered to donate up to 4 used picnic tables for outdoor seating area. Committee voted against use of these for health and safety reasons.</p> <p>Existing urn broken. New urn purchased by John Churchley</p>	<p>To be put on hold</p> <p>Advert to be sent for Parish Link and website</p> <p>NFA</p> <p>To set up new urn, notify Annabelle and invoice Pat Audas.</p>	<p>John</p> <p>Tessa Sue John</p> <p>John Churchley</p>	<p>Ongoing</p> <p>18 Oct '16</p> <p>Asap.</p>

Meeting End at 21:40

***After note:** Anna Morgan is not available to take bookings. Jackie has kindly volunteered to undertake this task

Next meeting
Tues 18th October
7.30pm