



Minutes of Sewstern Village Hall Committee Meeting

Tuesday 10th September 2019 – 7pm

Present:

Lynda Jackson, Clare Reynolds, Paula Carvath, Rachel Starmer, Ian Reynolds, Alison Cathie, Elizabeth Wheatley.

Apologies:

Stuart Mogg, Mark Starmer, Graham Armit.

Minutes approved from 13th August.

RECORD OF DISCUSSIONS & DECISIONS:

1. Treasurers report.
 - a. Paper work has been completed and is almost ready to be sent off.
Paula will send off asap - Discuss at next meeting
2. Payments for locks
 - a. Obtain an invoice for locks payment through petty cash. **Lynda**
 - b. Five sets of keys should be cut. **Lynda**
 - c. Alison Cathie will be point of contact for anyone wanting the keys. **Alison**
 - d. A key safe has now been fitted - committee members have the combination.
 - e. Many thanks to Brendan Hart and Steve Halpin for donating their time and carrying out this work free of charge.
3. Fixing of the VH urinals and possible fitting of hand dryer
 - a. Many thanks to Damian Shevlin for donating his time free of charge in order to fix the urinals, which are now working properly.
 - b. Sourcing of air hand dryers, cost and fitting. **Alison - discuss at next meeting**
4. Public liability.
 - a. Public liability cover has been checked. Confirmation received that it covers all areas of the Village Hall, including the pétanque piste.
5. Dog walk
 - a. Reminder email to everyone about the dog walk at the weekend. Numbers needed for food and to advise it will be the first of four annually. **Lynda**
Lynda to action

b. Catering

Paula and Alison

6. Community Pub

- a. Discussed and agreed we will wait and see what happens in the hope that someone comes forward and takes it on.

7. Remembrance Sunday

- a. The bench needs permanent siting, still awaiting permission. If approval has not been granted by Remembrance Sunday, it will be in place but not fixed, for the service.
- b. Buckminster school have confirmed the choir will be in attendance.
- c. Lynda and Mark Wesson are coming back to speak.
- d. A meal at the Tollemarche will be booked for after the service.

Stuart and Alison to Action

8. Hiring out village hall items.

- a. An inventory of all kitchen items is available.
- b. Decision made that a donation be requested if people wish to use items, but breakages need to be paid for.

9. Responsibility for checking all constituent parts of the marquee are returned after hiring.

- a. Fred Jackson has agreed to take on this role.

10. Shed for storing drama staging and props.

- a. Another shed is not needed, as there is space in the hall. Backdrops need to be relocated to the right behind the curtain on the stage – out of view.

Alison - contact drama group

11. VH play equipment

- a. Nothing to report at this stage. Discuss at next meeting.

Alison and Rachel to action

12. First Responder - Hire of Village Hall free of charge?

- a. On this occasion, we will only charge for a limited time of three hours.
- b. Going forward - everyone must pay.

13. Payments when booking the hall

- c. All payments for hiring the hall need to be made in advance for everyone.

- d. A deposit to be paid upon booking with full amount at least two weeks prior to the date of hiring.
- e. Contract to be drawn up at next committee meeting to ensure it is simple and effective.

Alison to email to committee. Discuss at next meeting

14. Pamper night

- a. Rachel has agreed to take on the organisation of the Pamper night – tentative date Thursday November 28th. Further discussion needed. Possibility of more success on a Friday.
- b. Tickets with a free glass of Prosecco will be sold. Ticket price to be decided.
- c. Much better publicity is needed.
- d. Leaflets, posters and sandwich boards needed along with the online publicity.

15. Christmas event.

- a. A mulled wine and mince pie evening in the VH. Christmas party style.
Tentative date 20th December. **Ian to coordinate and action**

16. Welcome email and welcome pack for new villagers.

- a. Welcome pack with useful phone numbers etc. **Liz**
- b. Committee welcome email **Lynda**

AOB

- Price for wedding hire with camping pitches and hall hire.
£96 per day hall hire, £5 per camping pitch, £100 for marquee if required.
- Going forward, committee meetings will be held on Monday evenings.

Items for next meeting agenda

- Minutes of last meeting - All
- Treasurers report - Paula
- VH play equipment - Alison and Rachel
- Contract when hiring the VH - All
- Remembrance Sunday - Stuart and Alison
- Pamper Evening - Rachel
- AOB

The meeting closed at 8.45pm.

Next meeting: Monday 30th September at 7pm.

Clare Reynolds

Secretary

Sewstern village hall committee