



# Barsham Village Hall Committee

## Meeting Minutes

Monday 18<sup>th</sup> November 2019 at 7.15pm, Barsham & Houghton Village Hall

Those present: Andrew Ross, Grace Howlett, James Goodley, Frank Chapman, Robert Fletcher, Sarah Sampson, Jodie Bond, 3 members of the public.

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### 1. **Welcome**

Andrew Ross (Acting Chairman) welcomed all those present.

### 2. **Apologies**

There were none.

### 3. **Treasurers Report & Financial matters**

Grace Howlett (acting Treasurer) circulated the treasurers report (see appendix 1).

It was suggested that we look to obtain other insurance quotes for the hall.

### 4. **Approve Minutes**

The minutes from meeting of 16<sup>th</sup> September 2019 were agreed and signed by acting Chairman. Approval of minutes will be made item 3 on future agendas at the Chairman's request.

### 5. **Bookings & Advertising**

An article will be produced and submitted to News & Views for inclusion into the Dec/Jan issue.

Dog club has started using the hall on Tuesday evenings and seems to be happy to continue.

A booking has been made for Tues 3<sup>rd</sup> December 9-5pm.

A Wedding has been booked for next year, and a £20 deposit has been received.

A member of the public attended and wanted to show his support and interest in keeping the hall going. He hopes we can hold dances in the hall again in the future. This gentleman also confirmed that he made and fitted the village hall sign some years ago.

Grace suggested having a 'Valuation Day' at the hall. The committee could do the refreshments and people could come along to have their items valued. Grace will get in contact with Arnolds Keys and make enquiries.

### 6. **Festive Fayre**

Craft stalls have been booked; many raffle prizes have been received. Lots of social media advertising had taken place. Jodie, Sarah, Andrew and Frank can help on the day.

Grace will be helping Kate with refreshments.

### 7. **Correspondence**

A new hall booking form and terms and conditions are to be agreed and then made available to potential hirers via the Parish Council website, the Hall Bookings Clerk and or the Committee Secretary.

### 8. **Signage**

- 8.1 Overflow Car Park Sign – a laminated sign could be produced ahead of each event – Jodie to produce. No update received from Martin or Basil.

8.2 New Hall Sign – It was agreed that the hall sign would not be replaced at this time.

**9. Committee Trustees / Members**

Frank has agreed to be included as a Trustee.

**10. AOB**

A key box has been fitted to the outside of the hall. However, to allow all hirers a code to access the hall would invalidate our insurance.

It was suggested by a member of the public that a Yale digital lock with codes could be sourced as an alternative, and he also offered to fit the lock if required. Grace will check this with insurance company.

The electrics have been looked at by an electrician. The cost to install a new light on the front (which would be on a sensor light with an override option to switch it off) and back and disconnect the container light would cost £300 - £350 plus VAT approx. The price includes to disconnect the container light too.

It was suggested by a member of the public that a solar lamp may be a cheaper alternative and would be happy to provide more information. It was agreed that this would be discussed further at the next meeting.

Meeting was closed at 8pm

Signed: ..... Date: .....

**APPENDIX 1**

	<b>Income</b>						<b>Expenditure</b>			
	Parish Council -						Auto Electrical Mower			
July	Hire of Hall	200.00				55	Battery	38.57		
	Hire of Hall	34.00				56	Calor Gas	15.45		
August	A.Ross						Wave/Anglian water	109.50		
	Hire of Hall	50.00				57	E'on	115.64		
						58	Paul Taylor boiler service	80.00		
						59	Expenditure this quarter		359.16	
	Income this quarter		284.00							
October	Stalls at Fayre	20.00				60	Calor Gas	15.45		
November						61	Anglian Water	24.82		
						62	E'on	91.82		
						63	Steward Safety Supplies	106.56		
						64	Alan Boswell Insurance	952.50		
	Income this quarter		20.00				Expenditure this quarter		1191.15	
19/11/2019	Closing balance								4073.97	