

The Narth Village Hall Committee Minutes | 12 October 2023

Attendees		Apologies
Clark Atkinson (Chair)	Marcus Harling	Lisa Dorel
David Lloyd (Treasurer)	Mark Arnell	Luisa Sadler
Anna Brown (Secretary)	Matt Sadler	
Ali Arnell	Rachel Widdicks	
Judi Smowton	Richard Smowton	

Agenda Item	Discussion / Action(s)	Who
1. Minutes of Previous Meeting	Minutes of previous meeting 14 September 2023 – approved	
2. Committee Matters	<ul style="list-style-type: none"> a) Trustee induction completed for AB, AA & MH 16/09/23. Still to do MA & RS. b) Welcome new Committee members MH and RS c) Committee Members areas of responsibility / interest: <ul style="list-style-type: none"> Chair – CA Treasurer – DL Secretary & Website – AB Bookings & Housekeeping Coordinator – JS Health & Safety - RS Safeguarding – RW Events & Maintenance – all / as required d) Committee meetings every 2 months, 2nd Thursday of month 	CA
3. Bookings (JS)	<ul style="list-style-type: none"> a) 30 bookings October, 31 bookings November b) Weekly adult ballet class starting up 	
4. Maintenance (CA, DL)	<ul style="list-style-type: none"> a) Update in Chairs Report, AGM Minutes 12-10-23 	
5. Events	<ul style="list-style-type: none"> a) Excellent revenue from recent events (see Chairs Report, AGM Minutes 12-10-23) b) Provisional date 17 December 2023 for carol singing/mulled wine & mince pies/Christmas crafts afternoon. 	
6. Finance (DL)	<ul style="list-style-type: none"> a) Update in Treasurers Report, AGM Minutes 12-10-23 	
7. Capital Projects (DL)	<ul style="list-style-type: none"> a) Update in Chairs Report, AGM Minutes 12-10-23 	
8. Health & Safety (RS)	<ul style="list-style-type: none"> a) Thank you to RS for providing health and safety guidance going forward 	
9. Media (CA, AB)	<ul style="list-style-type: none"> a) Clarify booking fee arrangements when selling tickets via website. b) Sell tickets for The Ugly Duckling puppet show through website and via email. 	DL/AB AB
10. 100 Club (JS)	Details in AGM Minutes 12-10-23	
11. AOB	None	
12. Date of Next Meeting	Thursday 9 November 2023, 7.30pm The Narth Hall	