

The Narth & District Village Hall Committee Minutes | 9 May 2024

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

Agenda Item	Discussion / Action(s)	Who
1. Minutes of Previous Mtg	Minutes of previous meeting 14 March 2024 – approved	
2. Committee Matters	<ul style="list-style-type: none"> a) MA and RS to complete induction b) Review of Committee member role descriptions, copies circulated. ACTION: comments to MH, review July-24 meeting c) Policy review, copies circulated. Process to review, update and homogenise. ACTION: All Cttee members to review and forward comments / questions to MH by mid-June d) Upload refreshed booking form to website 	<p>CA All</p> <p>All</p> <p>AB</p>
3. Finance & Capital Projects (DL)	<ul style="list-style-type: none"> a) Finances in good shape b) Insurance renewed (Village Hall specific policy) 	
4. Maintenance (CA)	<ul style="list-style-type: none"> a) Key safe replaced with Police-approved key safe (insurance requirement) 	
4. Hall Hire & Housekeeping (JS)	<ul style="list-style-type: none"> a) Heating switched off b) Bookings: April (28), May (31). Healthy increase on 2023 bookings, April (16), May (22). Increase mostly due to regular groups e.g. dance, Brownies, pilates 	
5. Health & Safety (RS)	<ul style="list-style-type: none"> a) Onerous form to notify Road Closure Safety Advisory Group (MCC) of planned road closure (Summer Fete), RS will discuss with W Atkinson b) Risk assessment for Summer Fete updated, copy shared with NRW c) Risk assessment completed for Big Breakfast d) Burns Kit & Eye Wash Station purchased, will be wall-mounted in Kitchen 	RS
6. Events	<ul style="list-style-type: none"> a) Big Breakfast 12/05/24, lots of interest, +70 bookings b) GT 17/05/24, thank you to Steve Widdicks for food c) The Mystery of the Blue Moon Saloon – new date 11/10/24 TBC d) Family BBQ 22/06/24 clashes with international rugby, new date TBC e) Laminate 2x bar price list f) Details of all future events on The Narth Hall website 	CA
7. Media (CA/AB)	<ul style="list-style-type: none"> a) Refunds processed for postponed 'Mystery of the Blue Moon Saloon' event. b) Change settings for Wix payments so funds clear after event 	AB
8. 100 Club (JS)	1 st prize Keith Buchanan, 2 nd prize Rachel Kelly	
9. AOB	-	
10. Date of Next Meeting	Thursday 11 July 2024, The Narth Village Hall	