

## The Narth Village Hall Committee Minutes | 14 September 2023

### Attendees

Clark Atkinson (Chair)  
 Anna Brown (Secretary)  
 Ali Arnell  
 Fiona Harling  
 Judi Smowton

Mark Arnell  
 Rachel Widdicks  
 Wen Atkinson

### Apologies

David Lloyd (Treasurer)  
 Lisa Dorel  
 Matt Sadler

Agenda Item	Discussion / Action(s)	Who
<b>1. Minutes of Previous Meeting</b>	Minutes of previous meeting 13 July 2023 – agreed.	
<b>2. Committee Matters</b>	<ul style="list-style-type: none"> <li>a) Trustee induction arranged for AB, AA &amp; MH 16/09/23.</li> <li>b) Fiona Harling’s resignation from the Committee was accepted, the Committee wish to extend their thanks to Fiona for her positive contribution.</li> <li>c) New Committee members – election at AGM – Richard Smowton and Marcus Harling</li> <li>d) AGM 7.30pm 12 October 2023. Everyone welcome, free 1<sup>st</sup> drink, tabletop bar. Agenda will be available on www and circulated by email.</li> <li>e) Short Committee meeting straight after AGM to welcome new members, agree roles &amp; date of next meeting.</li> <li>f) Policy update required in particular FRA &amp; Complaints Policy, fire extinguisher testing, PAT, update Hire T&amp;C. Sequence Policy Review through year.</li> </ul>	CA WA WA CA/AB All CA/AB
<b>3. Bookings (JS)</b>	<ul style="list-style-type: none"> <li>a) 16 bookings August, 17 bookings September.</li> <li>b) Welcome back to The Narth Singers.</li> <li>c) Reviewed online booking system trialled for Pop Up Restaurant 09/09/23. Generally positive, approx. ⅔ bookings made online, few tweaks re booking fee &amp; ensuring close online bookings at agreed time before event. Arrange JS access to Wix app to track bookings / communicate with guests. Agreed to keep option to book via <a href="mailto:narthbookings@gmail.com">narthbookings@gmail.com</a> using BACS.</li> </ul>	AB/JS
<b>4. Maintenance (CA, DL)</b>	<ul style="list-style-type: none"> <li>a) Thank you to Pam Manfield who has been maintaining external beds to front of Village Hall. Looking for volunteer to take on this task.</li> <li>b) Maintenance Sub-Committee for smaller jobs. Clark Atkinson, Steve Gilliard &amp; Marcus Harling. Invite Pete Voisey.</li> <li>c) Keys audit, fresh keys, change key safe code.</li> </ul>	AB DL CA
<b>5. Events</b>	<ul style="list-style-type: none"> <li>a) Pop Up restaurant 09/09/23 – very successful, excellent feedback including diners from Derbyshire (online booking), profit c.£400.</li> <li>b) Summer Fete 27/08/23 – well attended, excellent feedback. Good fundraiser. Well done to WA and team of volunteers, profit c.£1000</li> <li>c) Quiz 16/09/23, 49 confirmed, tabletop bar. Bar profits to Hall.</li> <li>d) GT Open Mic Night 06/10/23 – hand out flyers at Quiz night, liaise with Keith to gauge interest in open mic. Brendon Pardington preparing food (curry), LS organising bar (Kingstone Brewery).</li> <li>e) Halloween Party? LS liaise with Chris Nayager to confirm if organising.</li> <li>f) The Ugly Duckling puppet show 03/12/23 – sell tickets online and via email. Confirm prices &amp; numbers.</li> <li>g) CA met with Licensing Officer – very helpful. Documentation ok. Note: <u>all volunteers working behind bar must complete licensing training annually.</u></li> </ul>	LS LS RW

	Folder with Part B of Licence in Store. Licensing Officer check approx. every 3 years. Licensed to play music outside until midnight. Separate licence required to sell drinks from garage but can sell from kitchen (install serving hatch?). All licensing docs on Google Drive. Also Events Checklist on Google Drive.	Glade Tavern Cttee
<b>6. Finance (DL)</b>  <i>Update provided by email 12/09/23</i>	<ul style="list-style-type: none"> <li>a) Bank balance c£37k, c£31k in the Coop and £6k left in Barclays .</li> <li>b) Barclays are looking into the governance of our account to make sure their records are correct, CA &amp; DL completed and returned form.</li> <li>c) Wix requested proof of Coop account, DL provided AB with copy of bank statement.</li> <li>d) Sum Up machine not working – need to set up new account.</li> <li>e) Review deductions by Wix and price tickets accordingly.</li> </ul>	DL
<b>7. Capital Projects (DL)</b>	<ul style="list-style-type: none"> <li>a) Roof and pergola plans progressing.</li> <li>b) Roof – Tender being finalised, to be issued by 1 October, responses by 30 October.</li> </ul>	DL
<b>8. Health &amp; Safety (WA)</b>	<ul style="list-style-type: none"> <li>a) Mount FA kit to kitchen wall.</li> <li>b) PAT due – identify who can do.</li> </ul>	CA
<b>9. Media (CA, AB)</b>	<ul style="list-style-type: none"> <li>a) Online ticket sales discussed 3(c), 6(c).</li> </ul>	
<b>10. 100 Club (JS)</b>	<ul style="list-style-type: none"> <li>a) Renewals due &amp; recruiting new 100 club members.</li> <li>b) Next draw at AGM.</li> </ul>	
<b>11. AOB</b>	<ul style="list-style-type: none"> <li>a) Corkage – AA has details.</li> </ul>	
<b>12. Date of Next Meeting</b>	Thursday 12 October after AGM.	

