

The Narth & District Village Hall Committee Minutes | 11 January 2024

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

Agenda Item	Discussion / Action(s)	Who
1. Minutes of Previous Mtg	Minutes of previous meeting 9 November 2023 – 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 by end Jan-24 c) Policy review, copies circulated. Process to review, update and homogenise. ACTIONS: <ul style="list-style-type: none"> i. All Cttee members to review and forward comments / questions to MH by 16 Feb-24. ii. Request template policy pack from Halls Together & share with MH iii. MH compile first draft, RS to review first draft with MH before next Cttee Mtg. d) Review of Hall booking form and T&C. Electronic booking form ok, minor adjustments. Halls Together & Licensing Officer have templates, need slimming down for our requirements. ACTION: Produce draft for next meeting. e) Licences – music licence and sale of alcohol renewed f) Task identified to organise all licences, insurance certs etc. Complete during this Cttee cycle. ACTION: Licensing sub-group (CA, DL, MH) will progress this. g) Proposal not to renew subscription to Community Matters. Agreed. h) Need to compile User Manual to be available in Hall. ACTION: Agenda for next meeting. 	<p>CA All</p> <p>All</p> <p>DL</p> <p>MH & RS</p> <p>RS</p> <p>Licensing Sub Group</p>
3. Finance & Capital Projects (DL)	<ul style="list-style-type: none"> a) Co-op account working well, healthy balance, several payments imminent including electricity (current contract due to expire, costs to increase 4x). b) GT stock nearly £700, mostly wine c) Project Revive (roof/patio/cladding) – tender amended and recirculated. 1 site visit to quote. Deadline for quotes 15 Jan-24. Thank you to DL for progress. 	
4. Maintenance (CA)	<ul style="list-style-type: none"> a) Wifi failed which resulted in heating malfunction. Changed supplier to BT fibre, heating working again. Guest wifi available, Sum Up machine available for events. ACTION: Display wifi details in Hall. b) 2 (of 10) heaters not working. ACTION: Replace @ £450/unit. Agreed. 	<p>CA</p> <p>DL</p>

	c) Nexo heating controller not working, ACTION: Identify Heating Engineer to repair/replace. d) Arrange Maintenance Sub-Group meeting Feb-24, MH to Chair.	DL CA
4. Hall Hire & Housekeeping (JS)	a) Jan & Feb bookings steady, nearly 30 per month. Ballet popular. b) Cleaner cancelled during Xmas and New Yr. c) Concern raised by Graham Agg (Garden Club) re storage of chairs in stage, some GC members cannot lift them. Possible solution is to relocate piano to stage then store 12 chairs in ante room. ACTION: Check with Narth Singers re piano. d) Clear out scheduled 1.30pm, 21 Jan. Arrange skip. ACTION: Cttee members please attend if you can! e) 2 chairs surplus to requirements. ACTION Offer to local community (free/donation to Hall)	CA DL JS
5. Health & Safety (RS)	a) Fixed wire testing due. ACTION Arrange electrician. b) Portable electronic equipment requires testing. ACTION Arrange electrician. c) Legionella risk assessment completed Jan-24. No deadlegs identified. RS purchased thermometer for monitoring & recording water temps at outlets. Pipework in kitchen needs lagging. ACTION Lagging. d) COSHH risk assessment identified small number of chemicals stored in Hall. ACTION Obtain SDS. e) Fire extinguishers – service arranged for May-24 f) Serving hatch – possible asbestos. Low risk of contamination but recommended replacement with fireboard. ACTION Maintenance Sub-Group to arrange.	RS RS RS RS Maintenance Sub Group
6. Events	Past Events: a) Dec-23 events: Ugly Duckling and Christmas Fayre both well attended, profitable, excellent feedback. Glade Tavern poorly attended. b) Discussion re Dec GT: Hall acoustics poor for live band at GT, not attracting new people, how engage with more residents? Future Events: c) Next GT 6 April, food from 6pm. Concentrate GT in summer months. d) Beetle Drive Mar-24 TBC e) Nights Out event 10 May. ACTION Add to website & newsletter f) Events Cttee meeting 18/01/24 to plan year ahead. LS to Chair + AA, RW & JS. Need narthevents@gmail.com password from Wendy. g) Add info on website and Newsletter to encourage people to organise an event	CA/AB
7. Media (CA/AB)	a) Add link to subscribe to Newsletter to website b) Circulate Newsletter with update on Committee clear out, requesting events for 2024 calendar, add website and Narth FB details to Newsletter, include Cttee email contacts to Newsletter c) Proposal to delete The Narth Hall page on Facebook page agreed (superseded by The Narth Community). Agreed. ACTION Update Janni Menday.	AB CA AB
8. 100 Club (JS)	1 st prize Steve Gillard, 2 nd prize Larry Stoter	

9. AOB	<p>a) NRW considering asking Cttee to take on lease arrangement for The Glade. No formal approach to date. Would need careful consideration re liability of tree/play equipment, maintenance costs etc. ACTION Locate original agreement with Forestry Commission</p> <p>b) Housekeeping needed on Google Drive. ACTION: All existing folders to be moved to Archive, new folders created to reflect Cttee Meeting format.</p> <p>c) New coffee machine (preloved) purchased for Hall</p>	<p>AA</p> <p>AB</p> <p>CA</p>
10. Date of Next Meeting	Thursday 14 March, 7.30pm Forest View (JS)	