

## The Narth & District Village Hall Committee Minutes | 14 March 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
<b>1. Minutes of Previous Mtg</b>	Minutes of previous meeting 11 January 2024 – approved	
<b>2. Committee Matters</b>	<ul style="list-style-type: none"> <li>a) MA and RS to complete induction</li> <li>b) Review of Committee member role descriptions, copies circulated. ACTION: comments to MH, review May-24 meeting</li> <li>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-April</li> <li>d) Review of Hall booking form and T&amp;C complete ACTION: AB &amp; RS meet to upload to website</li> <li>e) Maintenance Sub-Committee putting together User Manual for Hall</li> </ul>	<p>CA All</p> <p>All</p> <p>AB &amp; RS</p> <p>Maintenance</p>
<b>3. Finance &amp; Capital Projects (DL)</b>	<ul style="list-style-type: none"> <li>a) Finances in good shape, anticipating increased expenses this month (trolleys purchased, skip hire, electricity)</li> <li>b) PRS licence (live music) and Sale of Alcohol licence renewed</li> </ul>	
<b>4. Maintenance (CA)</b>	<ul style="list-style-type: none"> <li>a) Sub Committee met with NRW re The Glade. Play equipment needs replacing soon. NRW seeking volunteer body to run The Glade. Confirmed VHC will not take on. Pete Voisey = point of contact.</li> <li>b) Area behind stage now cleared, further maintenance/cleaning required</li> <li>c) Roof project under review, unable to find contractors to tender</li> <li>d) Committee thanks Olly B who has been maintaining the external area to front of the Hall voluntarily for DofE. Agreed to continue this arrangement with OB for modest monthly fee</li> <li>e) Hot &amp; cold water pipes insulated</li> <li>f) Locks fitted to housekeeping cupboard to store COSHH materials</li> <li>g) Keysafe code changed, instructions on Google Drive. Hirers updated. External keysafe code will change quarterly.</li> <li>h) Defib – identify who responsible for replacing pads/batteries (Update 18/03/24 RS: TUCC responsible for defib, monthly checks in place &amp; will replace faulty/time expired parts at their expense)</li> <li>i) Vinyl flooring lifting in places</li> </ul>	<p>DL</p> <p>RS</p> <p>Sub Cttee</p>
<b>4. Hall Hire &amp; Housekeeping (JS)</b>	<ul style="list-style-type: none"> <li>a) Feb &amp; March both have +30 bookings, increase on 2023</li> <li>b) New mops purchased, separate units for WC &amp; kitchen (labelled)</li> </ul>	
<b>5. Health &amp; Safety (RS)</b>	<ul style="list-style-type: none"> <li>a) Portable appliance testing complete – thank you to Pete Voisey</li> <li>b) Risk assessments up to date, review in 12 months or earlier if change</li> <li>c) Safety data sheets for COSHH materials stored on Google Drive</li> <li>d) Confirmed Hall capacity 60 seated, 100 standing</li> <li>e) Smoke detector – monthly checks recorded on Google Drive</li> </ul>	RS

<b>6. Events</b>	a) Events Committee met, update available on Google Drive b) Raffle – if VHC-led event then third party cannot run raffle to raise money for charity other than The Narth Hall. If third party involved in arranging event then raffle can raise money for charity other than Village Hall c) Details of all future events on <a href="#">The Narth Hall website</a>	
<b>7. Media (CA/AB)</b>	a) Majority of tickets for events at Hall now purchased via website	
<b>8. 100 Club (JS)</b>	1 <sup>st</sup> prize Maria Marola-Scott, 2 <sup>nd</sup> prize Richard Snowton	
<b>9. AOB</b>	a) Trolley & coffee machine in garage to be removed	AA
<b>10. Date of Next Meeting</b>	Thursday 9 May, 7.30pm @ AB's (144)	