

The Narth & District Village Hall Committee Minutes | 9 January 2025

Attendees	Apologies
Clark Atkinson (Chair) David Lloyd (Treasurer) Anna Brown (Secretary) Judi Smowton Marcus Harling Richard Smowton Wen Atkinson	Ali Arnell Nathan Smowton

Agenda Item	Discussion / Action(s)	Who
1. Minutes of Previous Mtg	Minutes of Committee Meeting 14-11-24 agreed	
2. Committee Matters	a) Trustee induction to be arranged for NS & WA b) Check Charity Commission details	CA CA
3. Finance & Capital Projects (DL)	a) Annual return submitted to Performing Rights Society, no response yet b) Larger than usual expenditure (electricity bill correction) c) Additional garage door key fob purchased d) Claim submitted to TUCC for utilities and contribution to garage door. e) Glade Tavern Christmas Party £400 profit f) Monthly electricity bill is substantial – consideration should be given to PV panels with battery. Investigate suitability and grant funding. g) Grant application for WC / entrance foyer refurb completed h) WC refurb – contractor provisionally booked for Apr-25 i) Roof improvements due to begin Spring-25	
4. Maintenance (CA)	a) Kitchen maintenance – (i) cooker hood filters cleaned, few replacement parts required £150; (ii) minor alterations made to improve hygiene management; (iii) hatch to be replaced with fireproof board, will still open; (iv) deep clean required, quotes obtained by JS; (v) purchase new storage boxes for kitchen equipment, crockery etc once building works complete b) Single fire exit (side elevation) - seal improved & draught excluder added c) Discussion re installing gates/fencing to front of Hall external space to improve safety & security.	
5. Hall Hire & Housekeeping (JS)	a) Bookings: 17 bookings Dec-24 (21 in Dec-23); 23 bookings Jan-25 (27 in Jan-24) b) Prepare checklist for cleaner c) Glass storage to be improved d) Request Hall users close curtains after using Hall to retain heat	JS JS
6. Health & Safety (RS)	a) Regular checks up-to-date and recorded on Google Drive b) Confirmed TUCC responsible for defibrillator	
7. Events	a) Upcoming events include: Beetle Drive 7-Mar, tickets on sale; Silent Disco 4-Apr, Annual Summer BBQ & Fete moved to June; Glade Taverns, Quiz Nights, Oktoberfest, Christmas Parties & theatre (Nights Out)	
8. Media (CA/AB)	a) Email copies of events posters to CA for newsletter b) WA access to Google Drive	AB AB
9. 100 Club (JS)	a) January draw – 1 st Jane Boyd, 2 nd Dianne Dix. Will be published on website & Facebook	AB

10. AOB	a) Emergency First Aid at Work course (provided by Be Community) attended by Committee representatives, course recommended to others, free course open to local residents (details below)	
11. Date of Next Meeting	Thursday 13 March. Apologies received MH. Venue TBC	

ADDENDUM

MCC Training Courses

“At Be Community, we value diverse approaches to volunteering. We honour and appreciate each volunteer’s unique contributions. Be Community empowers Monmouthshire volunteers with comprehensive training resources and opportunities.

Our approach at Be Community is multifaceted. We cater to diverse volunteer needs and interests, offering training courses that cover various aspects of volunteering and community group management.

Our goal is to equip individuals with the skills and knowledge needed to make a meaningful difference.”

[BE Community - Monmouthshire](#)

www.monmouthshire.gov.uk/community/training



Example courses:

- Emergency First Aid at Work
- CIEH Food Safety in Catering Level 2 (online)
- CIEH Health and Safety in the Workplace Level 2 (online)
- Making Grants Work