

SHALFORD VILLAGE HALL MANAGEMENT COMMITTEE MINUTES OF MEETING HELD 8th May 2019

Present: Colin Golding (Chairman), Linda Golding (Secretary), David Eversden, Nicola Walton (Booking Clerk), Diana Hulkes,

The Chairman opened the meeting:

1) APOLOGIES FOR ABSENCE

Rob Short, Jane Mills (Treasurer), Andrew Hull (Vice Chairman) Duggie Turner, Ian Butcher

2) MINUTES & TRUSTEE FORMS

Minutes of the meeting held on the 10th April 2019 were agreed and signed by the Chairman.

3 CORRESPONDENCE

The cricket club had sent email with copy of their public liability insurance.

4 TREASURERS REPORT

Treasurer not present.
Cheques agreed for payment

Payment Code No.	Date Invoice received	from	ITEM	AMOUNT	
P14	13.4.19	Andrew P Hull	Jerry cans Red diesel	£101.18	£101.18
P15	4.5.19	MD Landscapes	Grass cutting	£198.00	£299.18

5) BOOKING CLERK REPORT

The hall had been booked for the Local Elections and also the European Elections if they were to take place. (Hirers had been advised)

22nd September christening booking
9/10th November Kit Crow – dogs booking

It was agreed that the Meet and Greet Club would only have a £5 increase in hire charges.

Horticultural Society would not receive increase letter until Jane was at next meeting as she could advise the Committee what they had paid for the past year, although it was felt a small increase should be added to keep the increases fair to everyone. As

the Chairman pointed out we only had £200 surplus income for the past year. Both these organisations are not profit making clubs.

The Booking Clerk raised a complaint that it had come to her notice the hall keys had been given out to a second party without her notice. It was agreed the people concerned would be advised that this must not happen again and a sentence would be added to the letters going out to hirers that for insurance purposes any keys given out allowing parties we are unaware of entering the hall must not happen.

6) ROOF PROJECT

Date for the awaited visit by Jessica Leonard from National Lottery Community Fund Reaching Communities Grant has been set for the 16th May 2019. Colin and Andrew to meet her at the hall.

7) PLAYGROUND REFURBISHMENT

3 quotes for refurbishment now received. It was unanimously agreed this refurbishment goes ahead as quickly as possible now and the Chairman will contact Braintree about the Section 106 monies.

8) FACILITIES MAINTENANCE

- Screens and straps to be purchased for cricket – Duggie to action
- It was agreed the Parish Council Clerk would be asked if she would exchange her room at the hall for a storage area in the back storage area as the History Society would like easier access for their files etc.
- It was agreed £180 for annual field spray
- Quote for deep cleaning kitchen and toilet floors awaited
- Quotes for painting outside of hall received and go ahead given for Olly Inns-Pittock who had also quoted for demolition of the old toilet bock

ANY OTHER BUSINESS

None

DATE OF NEXT MEETING

The next meeting will be on the 12th June 2019 at 7.30

Meeting close 8.45pm

Signed.....

Date.....