

**SHALFORD VILLAGE HALL
MANAGEMENT COMMITTEE
MINUTES OF MEETING HELD 12th June 2019**

Present: Colin Golding (Chairman), Linda Golding (Secretary), David Eversden, Nicola Walton (Booking Clerk), Diana Hulkes, Jane Mills (Treasurer), Ian Butcher, Duggie Turner, Rob Short

The Chairman opened the meeting:

1) APOLOGIES FOR ABSENCE

Andrew Hull (Vice Chairman)

2) MINUTES & TRUSTEE FORMS

Minutes of the meeting held on the 8th May 2019 were agreed and signed by the Chairman. Outstanding Trustees forms were signed by Rob Short & David Eversden

3) CORRESPONDENCE

- BDC had requested information about the sight screen purchases and evidence of the £300 spend.
- Treasurer received forms from Bank for updating

4) TREASURERS REPORT

Cheques agreed for payment:

P21	25.5.19	Norris & Fisher	Insurance	£1,303.02	£1,302.02
P22	26.5.19	Flameguard	Fire extinguishers	£72.0 0	£1,374.02
P23	26.5.19	Eric Baker	Return deposit	£150.00	£1,524.02
P24	26.5.19	Linda Leeder	Return deposit	£150.00	£1,674.02
P25	4.6.19	MD Landscapes	Grass cutting	£66.00	£1,740.02

Additional cheques agreed:

Return deposits of £150 to Sally Martin & Jane Baker & Duggie Turner £220.84

Nicola Walton £29.64

5) BOOKING CLERK REPORT

The hall had been booked for the Local Elections and also the European Elections and a total of just over £578 had been earned.

The Booking Clerk confirmed signed key forms which went out with Terms and Condition form and Hall Booking Forms giving increased rates were being received back signed.

The Treasurer had submitted figures paid by the Horticultural Society for the past year and confirmed they hire the hall on the normal letting basis so their increase this year would be based on the normal increased hire charges for the coming year. Their confirmation letter and forms would now be sent out.

Following last month's meeting the Parish Clerk had been asked if she still required the small room kept for the Parish Council files. She confirmed she was quite happy to swap with the History Society and have their storage space in the future thus allowing them a better area to keep the village records and archives etc. which would be much more accessible for them and room in which to work. Nicola to organize keys etc.

5) ROOF PROJECT

The Chairman and Vice Chairman had met Jessica Leonard from National Lottery Community Fund Reaching Communities Grant on the 16th May 2019 and this had proved a positive meeting. Another 3 forms had arrived for completion. Our application should go before their June meeting and finalized at the August one.

7) PLAYGROUND REFURBISHMENT

The Chairman confirmed he had contacted Braintree DC about the Section 106 monies. They had confirmed there was enough monies being held to cover the cost of the proposed playground refurbishment which was really good news. Duggie Turner thanked the Chairman for his work in this matter. BDC had asked to see the proposed plans for the playground before releasing the monies and a site meeting was arranged for 13th June.

Nicola was asked to contact the company who installed the climbing frame as some minor work was needed on it.

8) FACILITIES MAINTENANCE

- Quote for deep cleaning kitchen and toilet floors had been received. The company requested a 50% upfront payment and the final 50% on completion. This was agreed and two cheques would be issued to them.
- Olly Inns-Pittock who had been contracted to paint the outside of the hall had contacted the Chairman to ask about the gutters being cleaned out – this was agreed. He had also contacted the Treasurer to ask about the old kitchen fan hole in the outside wall. It was agreed he would be asked to make this good before painting over the wall.
- MD Landscapes has cut the grass but left an area close to the tennis court. It was agreed to monitor their work and the number of times the grass was cut and we were invoiced. It was noted the bad weather recently would not have helped in the matter.

ANY OTHER BUSINESS None

DATE OF NEXT MEETING 10th July 2019 at 7.30

Meeting closed 8.30pm