

Sutton St. Nicholas Village Hall Charity

Registered Charity Number: 257392

Minutes of meeting

Thursday, 26th February 2015

Attendees: Jonathan Blackman, Ron Gow, Ann Potter, Ann Burke, Dan Walker, Mike Winnell, Bill Glover.

Apologies for absence: Judy Stevenson, Eileen Dilley

1. Matters from last meeting

Heating and Lighting

i) Timing of heating

There have been further issues with heating on at times not required. Ann B has kept a log of when this has occurred. Mike has spoken to Tony, the site manager for HMFA and he is programming the heating as requested in emails. Jonathan will follow up his conversation and letter to Gaynor Corrick.

ii) The blow heaters in the kitchen which were reported as not working, appear to be working, when the main heating is on. There is a thermostat in the kitchen and it is not clear whether this controls the heaters or indeed what temperature it is set at.

iii) The thermostat in the corridor cannot be easily relocated into Meeting Room 1, but again the setting on it needs to be checked

iv) The outside light for the kitchen exit door appears not to be working.

v) A quote from Paul Larratt to re-locate the switch for the front door outside lights and to investigate the cause of the lights not always working, was read out and it was agreed to authorise him to proceed.

Actions: Ron to ask Paul Larratt to check circuit diagrams to see what the kitchen thermostat controls and to check thermostat settings for that and the corridor if possible. Ron to check if bulb needs replacing for kitchen outside light

Parking

The polite reminder slips which had been previously circulated were approved.

Action: Any committee member who sees unwarranted overnight parking can use the slips to remind the culprits that they may not park.

Front door

The bill had been received for the work to install the missing bolt and service the doors. The bill has come from HMFA for 50% of the total cost. There was some discussion about who should be paying, particularly as the cause of the problem had been identified by Colin Birks and he had arranged for a contractor. It was agreed that we would not pay until we had studied the Agreement with HMFA (inherited from Herefordshire Council) which outlines the terms of the Village Hall 'tenancy'.

Action: Mike to supply a copy of the Agreement to Jonathan. Jonathan to speak to Colin Birks (Mike to supply contact number) and write to him or the HMFA as necessary.

Police Choir

Jonathan has been in touch with the Choir and they will be coming back with information on their availability.

2. Utility Meters

- i) Mike reported on meetings with Colin Birks which confirmed there are (and always have been) separate gas and electricity meters for the Village Hall. However, it is not possible for the Village Hall to access them in the boiler room. It was felt it might be useful to have the meters read monthly for 3 months and this could be something we could ask Colin Birks to do. Ann Potter showed copies of the last gas and electricity bills, received directly from West Mercia Energy. They contain meter readings, and one stated that it was a percentage of a total bill, and the other was not clear. It was felt that we should seek clarification from WME as to how they prepare the bills.
- ii) Mike had also been investigating the water supply and the possibility of metering it. The water for the toilets is 'grey water' from the roof, so the only metered water is that from the taps in the kitchen and toilets, and for the dishwasher. This is the same system as the school. It would cost approximately £400 to install a water meter. We currently pay 50% of the site water bill. It was not clear whether the site was metered and on what basis the 50% was originally set. This may be clear in the Agreement. It was noted that the school had grown since the building was opened, and would be using more water than originally envisaged. It may be appropriate to seek to change the Agreement, but this may have to be done through the Parish Council, as they would be the original signatories to the Agreement.

Actions: Jonathan to check the Agreement as to the basis of apportionment of utility costs. Ann Potter to contact West Mercia Energy for further explanation of the bills.

3. Silent Film Night

- i) Advertising
Ron had arranged for publicity in the current Sutton News which had just been published. Mike would arrange for some posters to be made for putting up around the village, in the pub, and in Marden village shop and possibly the chip shop in Moreton. Jonathan would speak to Gaynor about publicising via the School.
- ii) Tickets
Mike agreed to print 100 tickets to be shared between himself, Jonathan, Ron and Ann Potter.
- iii) Refreshments
Tea, coffee and cakes to be available at the interval. A bar to be run by Jonathan with support from Dan (and Mike if available), to include sales of snacks, such as crisps.

Actions: Ann P, Ann B and Eileen to liaise to organise tea, coffee and cakes. Offers of cakes from other Committee members welcome.

4. **Date for the next meeting:** Monday 13th April 7.30 p.m. Committee Meeting, in Meeting Room 2 at the Village Hall.