

Sutton St. Nicholas Village Hall Charity  
Registered Charity Number: 257392

Minutes of the Village Hall Committee meeting  
Thurs 17<sup>th</sup> September 2015, 7.30pm  
Sutton St. Nicholas Village Hall

1. Apologies for absence: Ron Gow, Eileen Dilley, Ann Potter
2. Minutes of the last meeting: Approved
3. Matters arising:

Jonathan had a meeting with the school representatives Colin Birks, Chris Watkins, Stewart Moorhead and Tony, site manager

- Broken bike stand: School have agreed to get it removed
- Removal of the raised islands in the car park: Colin Birks informed Jonathan that the islands were positioned for health and safety reasons and therefore could not be removed.
- School informed Jonathan that the grey water system is no longer used. It is never switched on anymore
- Hot water for the toilet and kitchen sinks, is not switched off during the school holidays but is probably on a 5-day week schedule. It will now be kept switched on all the time ie. 24-7 for 365 days/year. It was noted that the hot water and heating systems are extremely efficient.
- Accidents on the site but outside of the Village Hall (e.g. car park) should be entered in the Village Hall accident book and reported to the school. An accident book is still needed for the Village Hall. It was decided that for the record, Eileen's should be asked to provide details of her accident to the school. **Action:** **Jonathan** to contact Eileen to get full details about her accident and to forward this to the school. **Ron** to acquire an Accident Book for the hall.
- Room 1 broken blinds are the vertical blind on the right and the roller blind over the door. **Action: Ron** to arrange for Paula's Blinds to fix
- Village Hall documents and records: copy of the minutes recording Parish Council hand over of day-to-day management to the Village Hall Charity received. Charity Constitution, date of adoption etc still outstanding. **Action: Ron** to provide a copy of the Charity constitution and documentation.

4. Hall maintenance matters

- Equipment: Stock-take by Ann, Ann & Eileen on Sep 10<sup>th</sup>. Created lists of general equipment and kitchen wares. Annual stock-take to be done in September. Cleaning of chairs & tables still to be done. **Action: Judy** to arrange a date for cleaning on a Saturday
- Alarms & keys: School require an alarm on the Village Hall door for their insurance purpose. The alarm was fitted on a new door (shunt) lock, then it was replaced. So now two locks, the top one is alarmed (shunt lock).
  1. A bill of £48 for new keys is awaiting a Governor's decision, from school. A second set of keys cost £60. **Action: Jonathan** to ask school to pay half of both these bills i.e £54.

2. The school requires a list of the names and addresses of all key holders.  
**Action: Ann** to ask key holders and to provide list for school and for Village Hall file.
3. A run of alarm call-outs have occurred since the alarms were installed they total around £300.  
25<sup>th</sup> June - Tony Ford accidentally locking the door when the Hall was occupied  
6<sup>th</sup> July, 21.07, in Meeting Room 2, after a Parish Council meeting but after the Hall had been vacated and secured.  
15<sup>th</sup> July, 05.28am  
10<sup>th</sup> August, 23.07, Village hall back door, no one booked in that week  
24<sup>th</sup> August, no booking  
28<sup>th</sup> August, 21.45  
Many of these are only single activations yet are resulting in security call-out. Additionally many occurred when there were no bookings, so could be due to a faulty alarm.  
**Action: Jonathan** to discuss these bills with the school
4. It should be possible to disable the alarm if set off by mistake, a password will be required. **Action: Jonathan** to find out how the alarm can be cancelled if accidentally set off
5. The Village Hall needs the telephone number of the alarm company to be displayed on the noticeboard, to cancel the alarm call-out in the case of accidental activation **Action: Jonathan**
6. The Kitchen was an area where previous alarm activations have caused call-outs. **Action: Jonathan** to ask school if Sentinel have been asked to investigate reasons for alarm activations e.g. a fault.

The view was expressed by the meeting that we had returned to a situation where the alarm was costing the Village Hall for security call-outs and that we were 'back to square one' prior to the decision to not activate the alarm.

- Heating

1. Jonathan outlined the discussions with School at his recent meeting. The system is described as 'intelligent' and 'extremely efficient'. Some occasions where heat was on, when not booked, could be due to the frost protection system. The system works to ensure that rooms are up to temperature for the start of the booked period. It was not clear when it switches off e.g. before the end of the booked period or at the end of the booked period. **Action: Jonathan** to seek clarification.
2. Jonathan also said it had been agreed that any heating issues should be reported directly to Colin Birks, who expected a better service from the new contractor who is maintaining the system.
3. It was noted that Room 1 often is cold and that perhaps setting the thermostat to a higher temperature might help. **Action: Jonathan** to ask Colin Birks if this is possible.
4. One of the Shared Use Hall heaters was reported as not working. **Action: Jonathan** to investigate if this had been reported and repaired.

## 7. Hall management

- Filing and documents  
As Judy had left the meeting, it was not possible for an update.
- Utility Bill Agreement

Jonathan had agreed with school that they would take 6 monthly sub-meter readings as a basis for renewing the current agreement on utility bill payment. It was noted that both parties should agree that this information cannot be used to retrospectively alter payments, and should only be used to inform a review of future arrangements.

- Building responsibilities and guidance notes  
Jonathan would tidy up the outline notes he had made, to make a guidance document for Committee members on our obligations (and our Landlord's) under the terms of our Lease and Shared Use Agreement.

#### 8. Finance report

- Ann Potter had sent by email that the balance at 18th August was £7532.14.

#### 9. Bookings report

- Ann Burke reported no significant changes to regular bookings.

#### 10. Fund Raising & events

- Police Choir – confirmed as 11<sup>th</sup> June 2016. No other date was possible for the Choir. It may be necessary to check the safe capacity of the Hall, with choir + audience. This should be on the Entertainments Licence. **Action: Ron** to find a copy of the Licence
- Midsummer Murder – postponed until summer 2016
- Gourmet Dinner – Dan reported on plans for a Curry Night. This would be on 14<sup>th</sup> November for 40 people in Room 1. Cost of food would be £6, and it was agreed that tickets should be sold for £12.50/head which would be for 5 courses. Participants would bring their own drink. Local teenagers had already been approached to do serving duties. Around 20 were already committed to come so further publicity in Sutton News should be sufficient to sell all the tickets. The tickets would have a place on the back to make suggestions for further gourmet events. Jonathan would organise a simple raffle on the night. **Action: Dan and Jonathan**
- Wine Tasting – Mike Winnell had not taken this further as yet.
- Antiques Roadshow – Bill would approach Kate Bliss to see if there were ways to persuade her to be involved.

#### 11. AOB

- Jonathan had arranged a provisional date for the Management Committee Meeting for the Shared Use Hall. Unfortunately he could not find the date, so would confirm in due course.

#### 12. Date of next meeting

Monday December 14<sup>th</sup> 7.30 p.m. Meeting Room 2, Sutton Village Hall