

# **NASH VILLAGE HALL MANAGEMENT COMMITTEE**

## **Minutes of the Meeting 9<sup>th</sup> December 2019**

Present:	Chairman	Mike Williams
	Treasurer	John Southby
	Secretary	Evelyn Chapman
	Bookings Secretary	Debbie Evans
	Social Committee Chair	Mary Vinakoti
	PUMP Committee Chair	Lesley Weatherhead
	Village representative	Margaret Morgan
	Village representative	Mark Richardson
	Village Representative	Andy Thirtle
Apologies:	Buildings and Maintenance Committee Chair	Elwyn Harker
	Village representative	Len York
	Church representative	Pam King
	Church representative	Pam King
Absent:	Village representative	Phil Doran

<b>No</b>	<b>Heading</b>	<b>Action</b>
1.	<b>APOLOGIES</b> Apologies were received from Len York, Pam King and Elwyn Harker.	
2.	<b>MINUTES OF THE LAST MEETING</b> The Minutes of the Meeting held on 16 <sup>th</sup> September 2019 were proposed by John Southby and seconded by Lesley Weatherhead and were unanimously accepted.	
3.	<b>MATTERS ARISING</b> Snooker table. No action has been taken and it is therefore 'work in action'. There was a suggestion that some of the small tables could be stored in the cupboard and it would be helpful if the snooker table could be removed soonest so that there wouldn't be so much to move to get to it when it does go.	MW
4.	<b>CHAIRMAN'S REPORT</b> Nothing to report.	
5.	<b>BUILDING AND MAINTENANCE COMMITTEE REPORT</b> In Elwyn's absence, John reported:- (a) There are two damp areas that need to be resolved. (b) We need to check the gully between the roofs of the Kitchen and the House. We need a regular contractor to attend to the roof. (c) The old spotlights have been removed. An amount to replace them with LED lights with programable timings will be included in the next budget.	EH EH JS
6.	<b>TREASURER'S REPORT</b> (a) We may have found a potential new Treasurer, Phil Carpenter. He hopes to attend tonight but is travelling in from abroad and will come	

straight from Heathrow. (Phil did not arrive but we later learned that Phil had been involved in an accident.)

- (b) Insurance is due soon.
- (c) We need detailed proposals for items to be included in the next budget, to include income and expenditure. Before the end of January please. Please send them direct to John. **ALL**

#### 7. SECRETARY'S REPORT

- (a) Job Descriptions. The one for the Bookings Secretary has been drafted and will be finalised before the next meeting. The one for the PUMP Committee Chair will be ready for the next meeting. DE/LW
- (b) The Job Description for the Social Committee Chair may need updating. MV
- (c) It has been suggested that we need a Diversity and Inclusion Policy but it is believed that it would only be necessary if we had employees, which we do not. However, Pam offered to send over the W.I. one and Mary will also check to see if there is one that she can send to us. This is currently work in progress. PK/MV
- (d) The Safeguarding Policy has been updated and was unanimously approved.
- (e) The Parish Council has requested consent to the parking of the contractors vehicles in the Village Hall Car Park. They are trying to stop parking on the pavements. It was AGREED that we should give a positive reply, subject to no event being held in the Village Hall that day (the diary on the web-site will reveal and the contractors can check it). No overnight parking to be allowed. ERC

#### 8. BOOKINGS SECRETARY'S REPORT

- (a) Bookings for 2020 are coming, Bronwen has renewed and Lenborough Choir have given their dates.
- (b) There are some commercial bookings coming in.
- (c) Could anyone arranging an event or changing the date of a previously booked event please be sure to let Debbie know so that we don't risk double-booking. **ALL**

#### 9. SOCIAL COMMITTEE

- (a) Last few events for the year are coming up but the double-bill cinema is not doing very well. The Grotto is probably not worth repeating next year. We are down by about four events this year.
- (a) Risk Assessment and Method Statement – Mary and Mike have not been able to arrange a convenient day on which to discuss this, on-going. However, it is worth noting that Safesmart has a section on Risk Assessment that is worth looking into. MV/LW
- (b) Mike thanked Mary for her hard work during the year.

#### 10. PUMP COMMITTEE

- (a) We require a new pump before the next PUMP. Cost £120 - £150. It was AGREED that Lesley to purchase one with a limit of £200 on the expenditure. LW
- (b) It is hoped to run a Beer Festival in the summer, perhaps September. Still at the planning stage.
- (c) Lesley will be holding a thankyou lunch in January for those who have hosted a PUMP. The Village Hall is not making a contribution towards the costs.
- (d) Hiring out the bar is not really a possibility.

- (e) Extending the PUMP to include Friday evening, Saturday afternoon and Sunday lunchtime is something that is being considered.
- (f) There is a potential problem with the Christmas Tea in December 2020 which is usually held on the first Saturday. This may affect those coming to PUMP. This is under discussion.
- (g) Winter BBQ. Lesley does not wish the Social Committee to use the bar. This was put under a vote, 3 against it's use, 2 for it's use and 3 abstained.

11. FACEBOOK

- (a) Going well but we could include a commercial side to the page.
- (b) Anyone offering Health and Well-being events, could we subsidise the first few events to help them build their business and give them free advertising on our Facebook page and web-site. This was put to the vote and was carried.

12. ANY OTHER BUSINESS

Pam has asked, by e-mail to Evelyn, who is providing the tree which is supposed to be being set-up on Friday of this week. John confirmed that he has not been approached with regard to the lights for the tree.

13. DATE OF NEXT MEETING

Monday 17<sup>th</sup> February at 7.30 p.m. in the Hall.

The AGM will take place on Monday 22<sup>nd</sup> June at 7.00 p.m. followed immediately by a Committee meeting.