

## Hardwick and Shelton Village Hall Committee

### Minutes of the Hardwick and Shelton Village Hall Committee

Tuesday 20<sup>th</sup> February 2024, 19.30

Hardwick and Shelton Village Hall

Name	Role	Initials	Attendance
Miles Moseley	Chair, Trustee	MM	Attended
Sue Duerdon	Treasurer, Trustee	SD	Attended
Susan Alexander	Committee member, Events	SA	Attended
Janaka Fernando	Committee member, Bookings	JF	
Doug Woodrow	Committee member	DW	Attended
Steve Whiteley	Committee member	SW	
Barry Matthews	Committee member	BM	Apologies
Lisa Matthews	Committee member	LM	Attended
Julie Helsby	Committee member, Coffee Mornings	JH	Attended
Sarah Moseley	Committee member	SM	Attended

The meeting opened at 19.30 with both the committee, as above, and community members in attendance.

MM thanked all for attending and particularly JH for arranging and running the very successful coffee mornings. MM also thanked SA and her team for arranging a very successful Winter Warmer event. Grateful thanks are also due to Gordon Cann, Steve Whiteley and Barry for clearing the hedge and enlarging the hall car park.

#### 1. Apologies for Absence

Apologies were noted from BM.

#### 2. Minutes of the last meeting held on 7<sup>th</sup> November 2023

The minutes of the last meeting were approved.

#### 3. Matters Arising from the Minutes

It was agreed that the hall should be cleaned on a regular basis (monthly?) and before and after major events. Val is apparently too busy to take this on. SM to contact Sabrina to see if she is interested. SM to action.

#### 4. Secretary

The position of secretary remains vacant. MM agreed to take the minutes until a volunteer comes forward.

#### 5. Events

It was agreed that 4 major events would be organised each year, with some smaller events from time to time. The next event to be a "Spring Supper". SA to action.

MM informed the committee that the wine and beer cupboard was now locked.

JH asked for help with the June coffee morning. DW and SA offered their assistance.

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### 6. Equipment to buy

MM confirmed that a fridge-freezer and urn had been purchased and were working well.

MM proposed buying a card reader. The cost is c£35 one-off and 1.6% of each transaction. We will also need a pay-as-you-go SIM card and an old mobile phone. Agreed. MM and DW to action.

Cash will still be accepted at events.

A dishwasher was discussed but due to lack of space in the kitchen it was decided not to proceed. It was agreed that a washer-upper will be employed at future major events.

### 7. Health and Safety

PAT testing has been completed and the fire extinguishers have been serviced/replaced as necessary.

Hall insurance documents and Public Liability insurance will be displayed on the notice board in the Hall. MM to action.

MM reported that the buildings insurance is currently being re-brokered due to the requirements of the existing insurers re "advised" electrical work outstanding.

### 8. Maintenance

The second toilet is now fully operational.

The roof repairs are now a priority and various contractors (including Gordon Cann and Gordon Wilson) are to be approached in the next few weeks to prepare a plan of action. Action ALL. JH said she is happy to apply for grants(s) when prices are known.

MM reported on the rotten state of the rear toilet windows and it was agreed that a temporary repair using expanding foam will be applied once the weather dries out. MM & DW to action.

DW to install a post to stop vehicles entering the area to the rear of the hall now that the hedge has been cleared allowing vehicle access to the side of the hall. Action DW.

### 9. Accounts

MM presented the accounts that show net current assets (cash in bank) of just over £20,000.

### 10. AOB

Temporary events licences have been obtained so far for each major event.

The premises licence is still held by Christopher Perry Yates and he has not replied to any communication from the Council regarding a transfer of this licence. South Norfolk CC are currently arranging a new licence.

DW reminded the meeting about events being publicised on the Facebook page.

### 11. Meeting suspended for public participation at 20.25 and then closed.

### 12. Date of next meeting The next meeting of the Committee will be on Tuesday 14<sup>th</sup> May at 19.30.