

**MINUTES OF ARKENDALE COMMUNITY HALL COMMITTEE MEETING THURSDAY 8th MARCH 2018
AT 8.00 PM IN ARKENDALE COMMUNITY HALL**

Present: Gavin Holman (Chairman) GH, Jean Cox (Treasurer) JC, David Cox (Secretary) DC, Caroline Houseman (Booking Secretary) CH, , Malcolm Howe MH, Judith Howe, Jane Watson JW, Sarah Brophy SB.

1 Apologies for absence

Malcolm Horne

1a) Welcome

We welcomed Jane and Sarah to the committee

2. Minutes of meeting held on Thursday 7 December 2017 And Matters Arising

The minutes of the previous meeting were accepted as correct. Proposed by JC seconded by DC and signed by the Chairman.

3. Correspondence

GH had received a request for advice on rejuvenating Staveley Village Hall and gave them useful information. Also, Womersley VH had asked for advice on fund raising to replace an old hall, this was to be directed to Alan Stokes.

CH had received a proposal to advertise the hall from 'Your Community Space' at a significant cost and it was decided that we did not need further advertising.

4. Financial Matters

JC reported that the balance in the COIF deposit account is £41113.49 of which £33000 is restricted for major replacement costs. The balance in the current (HSBC) account was £2929.21 on 4th March 2018. Event profits from the Cabaret Night and regular film nights continue to help to cover the hall running costs in addition to income from hirings. The HSBC mandate is in the process of being updated, CH having agreed to be a signatory. The Link magazine had sent us bills for 2017 and 2018 for advertising. The amount requested was £200 per year. JC had said that it was community information that had been submitted each month with only occasional event pages,, and that we had never been charged in the past. After hearing that the hall offered free use to the Arkendale PCC for meetings, Sunday Club and Teddy Church, the charges were withdrawn.

5. Maintenance

GH said that the boiler was found to be turned off at the wall on Tuesday morning which could only have been Young Farmers – another thing to check when locking up until it is clear that the DO NOT TURN OFF label is being heeded.

GH said that he would chase NEDL regarding the telegraph pole again.

JC suggested that the hallway and kitchen ceiling, walls and doors could do with a fresh coat of paint/varnish. Also install a protective strip along the wall in the cupboard to prevent damage from stacked chairs etc. GH would ask Gary for a quote and his availability.

DC had expressed concern that, when the alarm system failed we had to pay £90 for a call out, and all they did was fit a new battery. It appears that our annual contract only provides for a maintenance visit. It was agreed that we would continue with the current contract for now.

GH proposed that the annual hall maintenance day would be on Saturday 30 June.

DC said that he would fix the broken child lock on the kitchen consumables cupboard.

6. Booking Secretary's Report

CH reported that bookings were going smoothly and compared to last year they were slightly up on last year for January and February. Regarding the themed party events for Lee Webber, 5 new dates had been booked. She also reported that Marion Oakley would be starting a Zumba Gold class on Mondays to run straight after the current Pilates class and would hire the hall for 2.5 hours on each occasion.

7. Future Events

DC said that film showings were going well and outlined the rest of the Spring programme.

All discussed the next Wine Society events. Jane & Caroline agreed to do the March 22nd event food and DC would provide numbers and budget when they were finalised.

A quiz/ 'play your cards right' evening with food was suggested by MH/JH and they would contact a colleague to act as quizmaster. Proposed date June 16th. Also, we agreed that another film/meal event similar to the Casablanca night should be scheduled for the autumn.

8. AOB

The hall Health and Safety policy recently fully updated by MH was reviewed and signed off. This will be included as a separate agenda item in future.

JC circulated the revised hall publicity leaflet and other than a few minor typos it was approved for printing as A4 trifolded in 170 gsm silk paper after getting competitive quotes for 500.

9. Date of Next Meeting

The date of the next meeting was set as Thursday 14th June 2018 at 7.30 pm in the village hall. There being no further business the Chairman declared the meeting closed at 9.30 pm.

Agreed (Chairman) Date

