

Draft

Minutes of the Meeting of Pett Village Hall Management Committee

Monday 5<sup>th</sup> November 2018

**Present:** Carol Pecorini, Carol Glasson, Tim Rothwell (Chair) Richard Smith (Treasurer)  
Fran Pitts (Secretary) Helen Wilson

**In Attendance:** Richard Cooke, Lue Cooke, Anne Nicholls, David Nicholls, Judith Dean,  
Dave Clarke and Alan Kenworthy

**1. Apologies :** None received

TR welcomed Peter Aston and those present to the meeting.

**2. Peter Aston, Health Improvement Principal, Public Health, ESCC**

Peter gave an outline of the NHS Community Health Check Programme and clarified the approach we had received from ToHealth to offer these checks at the Village Hall.

This is a nationwide programme operated locally through Public Health East Sussex

Offered to those between 40 – 74 years – every five years

An opportunity to assess health and discuss with a clinician steps to reduce risk of heart disease, diabetes, liver and kidney illnesses.

5 minute test – finger pricks – followed by 20 minutes advice about risk reduction and facilitating access to support.

No history is taken – except to ask if already have had treatment for heart disease.

Checks test blood pressure, blood sugars, smoking and alcohol status, weight and height, mental wellbeing and health, pre dementia test through questionnaire

Checks are usually offered through GP's Surgery but offered elsewhere for those who can't/would rather not access the check through their GP

Peter commented that there had not been a high intake of the checks at GPs, that it was felt that rural areas were not always well served and that the initiative also aimed to reduce GP visits

'ToHealth' is a non profit making organisation, commissioned as part of the One You initiative, ([www.oneyoueastsussex.org.uk](http://www.oneyoueastsussex.org.uk)) to deliver the checks in local venues – hence their approach to Pett Village Hall

'ToHealth' would agree to deliver a couple of sessions initially

Checks are free – Drop in Session

Details would not be shared - results returned to GP only

All data would be secure and data consent would be required to send any information to OneYouEast Sussex

No pressure would be applied to do anything further

TR thanked Peter for his explanation of the initiative and it was agreed to go ahead with the checks at the Village Hall.

### **3. Committee Membership.**

Mike Wilkins has stood down from the Committee.

TR thanked him for his service and particularly for his help in setting up the details of the new Committee with the Charity commission

It was agreed that the Charity Commissions requirements did not indicate we needed to Recruit another Committee Member or to appoint a Vice Chairman.

TR stated that as Chair, he did not feel his work load would be too heavy without a Vice Chair.

HW suggested that we revisit the Scheme for the Village Hall Committee and amend it as seems appropriate, before forwarding it to the Charity Commission.

This was agreed.

### **4 Minutes of the Last Meeting of 3<sup>rd</sup> September 2018**

The Minutes were agreed as a true record and signed as such by TR

### **5 Matters Arising**

TR – no further contact from 1066 Community yet but may have contacted Ann and David about an attendance at the Coffee Morning.

The instruction about Helium Balloons (not to be released and preferably not used) Has been added to the booking information, along with no glitter allowed. TR said that he always stressed the need for hirers to take their litter and rubbish home after an event.

Lue Cooke mentioned that she was not necessarily aware of late bookings made after the list is printed at the beginning of the month.

TR to text Lue with any late bookings made after 1<sup>st</sup> of the month.

It was also confirmed that setting up and clearing away time is included in the booking Time.

It was agreed to buy more dinner plates and pudding bowls for Village hall use – Lue to let TR know what is required.

David Nichols expressed his thanks for the replacement stove in the kitchen

It transpired there were several issues with the existing stove which had made it both dangerous to use and in its heating of cooked meals.

### **6. Chairman's Report**

AiRS Village Conference – TR found this very useful in terms of contacts and discussion.

However, the Computerised Booking system showcased there didn't appear to work very well so TR won't follow this up!

Advisory Service for AiRS – responsive to queries and reassurance offered should justify cost of £72 for 6 months – this has been paid.

Sussex Village Halls Advisory Group – TR to join as Rother representative. Meets 3 times a year to discuss village hall matters - useful information and contacts .

Village Hall Week – 22<sup>nd</sup> - 29<sup>th</sup> January 2019 . National week with local events. Agreed to think of an event to tie in with this.

Village Hall Maintenance Team – in the light of the skills and expertise required to maintain the Hall as an asset for the Community, it has been agreed to add Terry Cornish to the Team to help speed up maintenance and repairs.

Fairlight End Open Gardens –

A resolution was passed thanking Chris and Robin Hutt for their generous support of the Village Hall through their Open Garden days

## **7. Treasurer's Report**

RS presented a statement for 05/11/2018 showing cash assets of £30,334.36

This reflects a movement of £537.04

Users were asked if they were happy with the running of the Hall and they were very pleased with it. RS stated that replacing the stove swiftly without too much worry added to users' positive experience.

## **8. Major items of Expenditure Since Last Meeting**

These were as follows-

New Cooker - £1665

Membership of Village Halls Advisory Service - £72 (6 months)

Boiler Maintenance

Pest Control

Electrical repairs

## **9. Bookings Manager's Report**

a) 2019 Bookings-

TR has completed all bookings on website for 2019. The lists would be updated as more events are added/changed .

Questions asked indicate that that users are using the website.

A significant number of weekends are now booked for next year.

Reminders about taking rubbish (including nappies) home, helium balloons and glitter are emailed out with the code to the Hall keys, to all hirers.

b) WiFi – as we have no phone line it was agreed to put this on hold.

## **10. Hall Maintenance Report - nothing reported.**

## **11. Waiving Booking Fees and Expenditure**

The Committee expressed its support of the Chairs decision to waive fees for the WI's Poppies for Pett event on Saturday 10<sup>th</sup> November – this was felt to be a once in a Lifetime event with a lot of support from the people of Pett and the surrounding area.

But given some comment about the decision to allow the WI to hold their event without charge, and the purchase of the cooker, The following policy statement was adopted by the Committee –

1. The Committee does not grant free bookings to an organisation simply on account of its charitable status.
2. If the Chair, Committee, or an individual member of the Committee receives a request for a free booking for a special event, then the members of the Committee will be consulted before a decision is made. Individual Committee members have 48 hours in which to respond. If no response is received, that will be taken as an assent. The final decision will be communicated to the Committee and reported to the next public Committee meeting.
3. The Bookings manager is authorised to offer a free booking to a user in circumstances where the user has had a booking cancelled or changed through no fault of their own. The Bookings Manager will inform the members of the Committee of any such decisions and it will be reported, without the users being named, at the next public Committee meeting.
4. Members of the Committee will be consulted on all planned or proposed decisions relating to expenditure on the Hall or matters relating to it, and will be considered by the Committee in open discussion at its next public meeting before a decision is taken.
5. The Chair and Treasurer are authorised to take decisions, including expenditure on urgent matters relating to the fabric and maintenance of the Hall, and the well-being of its users, without the need for approval in advance. Such decisions will be reported to members of the Committee and at the next public committee meeting.

## **12. Public Time**

Judith Dean expressed thanks to David Penfold for devising and presenting the Quiz Night. The evening was much enhanced by the projection of the questions on to the wall

## **13. Fundraising**

- a) Quiz Night – see above. £200 was raised.
  - b) 500 Club – numbers are still dropping despite reminders.
    - TR to talk to Phillips Strickland about a piece for the website
  - c) Jazz in the Village – 23<sup>rd</sup> November
    - 20 tickets sold so far
    - TR to contact organisers and Hastings Jazz Club, Hastings/Rye Observer re Village Voice (Fairlight) and Listings
  - d) Craft Fair – 24<sup>th</sup> November – all tables occupied
    - 8<sup>th</sup> December – Church Fair
    - 17<sup>th</sup> November – Leigh Beek for St. Michael's Hospice
- Easter Craft Fair – 23<sup>rd</sup> March 2019 – date to be confir

## **14. Health and safety –**

A request for rubber matting to cover electrical cables during events such as Quiz Night was made. TR/RS to follow up

## **12. Any other Business**

Richard Cooke reported on the position of the stopcock - this is in the kitchen, by the round sink. It is in the end cupboard at the back of the bottom shelf – it is a large blue turn off valve

**18. Date of next Meeting : Monday 7<sup>th</sup> January 2019 7.00pm**

**Meeting closed at 8.10pm**

