

Draft

Minutes of the Meeting of Pett Village Hall Management Committee

Monday 4<sup>th</sup> March 2019

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

**In Attendance:** Richard Cooke, Judith Dean.

1. **Apologies** : Ann Nichols, Philippa Strickland, David Hanse.

2. **Minutes of the Last Meeting 7<sup>th</sup> January 2019**

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

3. **Matters Arising** :

Flowerpots have now bought new toys and are using the old ones outside which will ensure there are no problems with them scratching the Hall floor.

4 **Chairman's Report**

TR attended Sussex Community Halls Advisory Forum in Ringmer  
This proved useful for contacts and advice – eg. about heating for the Hall

The 2018 Autumn Budget Statement made reference to VAT refunding on improvement work to community halls. £3M was set aside in the Budget but it is not yet clear how the money is to be accessed.

Fire Safety –

Copies of the Fire Safety Assessment report undertaken by Blacklands Fire were tabled.

Recommendations were:

- 1) that a Responsible Person and a Competent Person should be appointed : TR volunteered for the Responsible Person role and Terry Cornish was nominated for the Competent Person role.
- 2) Signage for leaving the building in the case of fire should be improved.
- 3) Fire Drills should be held regularly and these should be logged.  
TR has emailed POPPs and Flowerpots to discuss Fire Drills with them as it was felt they were the most vulnerable groups  
These measures should be undertaken within a month.
- 4) There was a reminder about ensuring that fire doors are not propped open.

5. **Treasurer's Report**

RS reported very little movement over the past two months.

There are cash assets of £30,500.63 to hand and around £1,000 billings due for February.

RS to follow up the transfer of the Santander account to Lloyd's Bank.

6. **Major items of Expenditure Since Last Meeting**

These were as follows-

£350 Fire Safety report – half to be paid by the Archive and Resource Centre.

Booker and Best Contract – this agreement does not cover all costs.  
It was agreed that Terry Cornish should contact Phil Burford at Booker and Best for a price to replace all manifolds.  
See item 8.

Alan Farnes' 5 year electrical inspection is due shortly.

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

Bookings are coming 'thick and fast' – there are bookings every weekday and only 19 days at weekends up to Christmas remain unbooked.

There are new people booking and different events taking place. Additionally hirers are pleased with the building and there is also much repeat business . Thanks were recorded to Richard Cooke for the maintaining the good condition of the Hall.

## **8. Hall Maintenance Report**

Richard Cooke enquired about the number of people at any one time likely to use the Hall Gallery to access to proposed Archive. He noted that it may be necessary to blank out the Gallery windows when certain groups are using the Hall to ensure privacy and that noise might also be kept to a minimum .

It was felt that probably up to 4 people might attend at any one time, by appointment only.

It was noted that ARC had agreed to pay for a stud wall to convert part of the Gallery. TR reported that the existing smoke alarm was felt to be adequate by Blacklands Fire - provided that the stud wall did not go up to the ceiling.

Richard Cooke raised the need to replace the glass for the Fire Alarms following Blacklands Fire's testing of them.

Heating –

There have been several difficulties with the heating since Christmas : even when the heating has been switched on and working the Hall has not been warm enough for some activities.

Terry Cornish has suggested all the manifolds be replaced at once – this was agreed.

Supplementary Heating – TR raised this as an option . Quartz heating, hung from high on the wall, is designed for use in Sports Halls. It can be switched on when needed and heats halls quickly or it can be programmed to a set time. The heater are relatively cheap to purchase (£150 – £200 each) and straightforward to install.

It was agreed that they appeared to provide a good back-up heating option – TR to follow this up.

Richard Cooke mentioned that the current back-up heater over the Hall door does not work and could be removed.

## **9. WiFi**

TR has spoken to OpenReach over the phone and agreed to meet their surveyor with Chris Saint and FP on 5<sup>th</sup> March to see what work would need to be done and establish likely costs.

#### **10. Health and Safety**

It was confirmed that TR should arrange to buy suitable rubber matting to cover electrical cables etc.

#### **11. ARC – Local Archive**

See item 8

#### **12. PVHMC Gallery Items**

Following the review of items stored there, some are still outstanding.

Hallowe'en decorations etc. CG, CP & HW agreed to 'condense' this.

PVHC & Pett Parish Council paperwork under 7 years would need to remain there.

It was agreed to try to source a second key to the cupboard containing the sound System and Hall curtains – Chris Saint was thought to have the only key at present.

#### **13. Public Time – nothing raised**

#### **14. Fundraising**

Easter Craft Fair – 13<sup>th</sup> April 2019 . 15 stalls confirmed so far.

500 Club – new draw system to start this week.

- Start of the new 500Club year so renewals will be chased up.

Quiz Night – 30<sup>th</sup> March 2019. Only 4 tables booked so far – it was agreed to review the bookings in two weeks

#### **14. AGM –**

13<sup>th</sup> May 2019 - this date was confirmed . 7.30pm start was agreed.

#### **12. Any other Business- None**

#### **13. Date of next Meeting : Monday 13<sup>th</sup> May 2019 7.00pm**

**Meeting closed at 8.15pm**

