

St Keyne Village Hall Minutes

03/02/2020

Trustees: Peter Higgs, Chris Fitzpatrick, Stuart Houghton

Present: Ian Page, Roger Hayes, Peter Higgs, Stuart Houghton, Nick Pearce, Shona McGregor, Trish Washington, Sharon Clemens and Steve Kendall.

Apologies: Jags Fitzpatrick, Chris Fitzpatrick and Jim Caple.

Minutes – Peter Higgs asked Roger Hayes to take and circulate the minutes of the meeting.

1. Minutes of the previous meeting (02/12/2019)

- 1.1. Minutes from 6/1/2020 Passed and signed by the Chairman; Peter Higgs.

2. Building/Maintenance

- 2.1. Grass cutting. George Crabb will cut the grass. Waiting on PC for PLI certificate. **No reply to date, Roger to discuss with Sally Lewis/the Parish Council Clerk.**
- 2.2. Carbon monoxide detector needed in kitchen. **Jim**
- 2.3. Hall Spot lights. Confirm what bulbs are needed and confirm cost **Peter/Jim/Chris**
- 2.4. Village Hall Car Parking. Awaiting response from 3D. **No response from 3D, it was agreed that Roger to investigate other options and report back at next meeting.**
- 2.5. Lights around the VH need cleaning. **Done, remove from next agenda.**
- 2.6. Alarm 'tripped' in Dec. More sockets tripped on Sun 5th Jan. Chris to check 'earths' on the ring. **Chris**
- 2.7. CCTV. Peter to get a quote and pass on details to Chris who will then get further quotes. **Peter/Chris**
- 2.8. Broken socket behind cooker. Earth cable also needs checking. **Done, remove from next agenda.**
- 2.9. Periodic Inspection Test for Fixed Electricity (EICR). **It was agreed a certificate is required. Electrician onsite to provide test discovered job is larger than originally thought. Went away and requoted. New quote based on 2 electricians for most of day, £240. Additional quotes were to be sought. Chris/Roger (Ferguson, Stone quote had been requested, response awaited)**

3. Financials (Treasurer)

- 3.1. Lloyds Deposit Account Current Balance – £10,585.00
- 3.2. Lloyds Current Account Balance - £5,274.53 with additional £1,341.00 to be paid in on 04/02/2020
- 3.3. Stuart to send Chris accounts from last year so Chris can complete the Charity Commission end of year accounts. **Done, remove from next agenda**

4. 2019 Village Hall Events

- 4.1. Quiz night on Sat 1st Feb. Peter reported on an excellent evening, ran very smoothly and made a profit. Roger recorded his sincere thanks to the team of Master chef - Nick Pearce, Jim Caple and Mesdames Clemens, Hall, Washington and Byrne.
- 4.2. VE Day on May 8th. **See Events 2020 addendum to these minutes.**

- 4.3. Roger presented a comprehensive list of dates and events, and after individual comments, suggestions and minor amendments it was unanimously agreed to go ahead with them all. It was agreed to refresh the stock of Halloween decorations. **Roger – Please see addendum list to these minutes.**
- 4.4. St. Keyne Village Hall Survey. Ongoing. **Jim/Trish, still in progress.**
- 4.5. Boiler Programmer Cover – Purchased and needs installing. **Still O/S Chris**
 - 4.5.1. Provide Sally Lewis with a key to the programmer so she can turn on heating for monthly events such as Parish Council/Gardening Club meetings. **Still O/S Chris**
- 4.6. Fused Spur for Fridge/Freezer. Install a non-switchable socket behind the fridge. **Still O/S Chris**
- 4.7. Film nights. After discussion it was agreed to leave in abeyance, and await a response from Trewidland, who were already considering this event in their fundraiser options.
- 4.8. VH Charges. Suggest we revisit how much is charged to use VH facilities e.g. with/without heating. With/without kitchen. Postpone to April 2020. **Peter**
- 4.9. Cleaning. Chris asked Marina to create a comprehensive list of what is needed for the VH. Including a new pot brush and 2 additional brushes (for dustpans). **Still O/S Marina**
- 4.10. Peter Higgs to pay VH for the private event on Sun 27th Oct (Halloween) **O/S Stuart to send invoice to Peter for payment.**
- 4.11. VH Hire. Chris to ask Sally Lewis if gardening club usually pay for hall hire. **They do, remove from agenda.**
- 4.12. Consider tarmacking path / muddy corner of the car park. Review in spring. **Peter/Chris**
- 4.13. Sharon Clemens will show VH volunteers how to use the commercial dishwasher **Roger and Nick shown, still WIP.**
- 4.14. Committee proposed installing 3 stainless steel box sections in the ground to make putting banners up easier. Proposed by Peter Hills, seconded by Roger Hayes, and carried unanimously to proceed with the purchase .
- 4.15. Village Hall gutters require repair, Jim has offered, it was proposed by Peter Higgs, seconded by Trish Washington and agreed that Jim purchase brackets, provide receipts to Stuart Houghton, and complete the works.
- 4.16. Nick advised that kitchen sink taps were loose, and the TVR on the hallway radiator was loose. **Trish volunteered Jim's services to fix.**
- 4.17. Stuart Houghton stressed the need for an Environmental Health standards and requirements document and offered to produce a draft document for the next meeting. **Stuart.**

5. Date of next meeting – Monday, 2nd March, 2020 at 7.30pm

Chairman.....Date.....

This is a true record of the Village Hall Committee meeting from the 3rd February 2020.