

Chartham Village Hall Management Committee	
Minutes of the Meeting held on Monday 18^h January 2010	
Agenda	
1.	Apologies for Absence
2.	Minutes of the Meeting held on 7th December 2009
3.	Matters Arising not specified as item on the Agenda
4.	Updates from Working Groups
5.	Village Hall Reserves Policy
6.	Finance Update
7.	100 Club
8.	Building/Maintenance Matters
9.	Health & Safety Matters
10.	Current Bookings/Hirers Complaints – Youth Club Evening
11.	Sub- Committee for Village Hall Events
12.	Any Other Business
13.	Date of Next Meeting
1.	Apologies for Absence
1.1	Apologies received from Paul Mathew
2.	Minutes of the Meeting held on 7th December 2009
2.1	Minutes agreed. Proposed Brian Hood Seconded Paul Hornibrook
3.	Matters Arising not specified as item on the Agenda
3.1	None
4.	Updates from Working Groups
4.1	Hall hire charges - Steve and Ann agreed to review these and will ask Dylan to assist. This will include the possibility of a separate charge for hire of the main hall and meeting room for regular group bookings – still ongoing.
4.2	New VHMC brochure – Paul agreed to investigate this – still ongoing.
4.3	It had not been possible to locate the supplier of the Chartham Hatch Village Hall mugs. Sandra will investigate further sources.
4.4	The price quoted for the purchase of 12 round tables and 2 trolleys was agreed and the order will be placed.
4.5	It was agreed that the placing of the Butler sink should be on the side patio rather than in the gents. Tom & Paul to investigate – Still ongoing.
4.6	The price quoted for the purchase of a LG 47” widescreen TV and installation was agreed and the order will be placed.
4.7	It was agreed that the chairs and tables in the lounge area need to be replaced with furniture that is higher and therefore able to be used more easily by all members of the community. Steve will investigate alternatives – still ongoing.
4.8	More volunteers are required from the Committee to act as keyholders.
4.9	It was agreed to sell the Clarinova which had been valued at £300.
4.10	The refitting of the IT room has been completed

4.11	The Chartham Children's Centre are purchasing a leaflet rack which will include space for our leaflets.
4.12	It was decided that now some of the chairs remain in the Meeting Room, there is no advantage in swapping the chair and table stores.
4.13	It was agreed that additional seating was required for the patio area, Ray will investigate – still ongoing.
4.14	It was agreed that a storage bin was required for the broom cupboard to house all cleaning chemicals – still ongoing
4.15	It was agreed to purchase a workmate bench and drill for use at the hall. Graham will be asked to investigate this – still ongoing
4.16	The renewal of the contract with Initial Cleaning Services needs to be reviewed. Dylan to check the expiry date – still ongoing
4.17	It was agreed to offer the renewal of the cleaning and caretaking contract to Stour Valley Cleaning at an increased rate of £9 per hour with effect from 01/01/10 with an annual review.
5.	Village Hall Reserves Policy
5.1	Tom reported on the Village Hall Reserve Policy Workshop that had been attended by Paul, Dylan, Tom & Sandra. The policy will require us to specify what our reserve funds are being held for and to be able to justify the amount we are holding if we wish to apply for funding from CCC via the Parish Council. It is a requirement that we have this in place before the end of May and it was agreed that those who had attended the Workshop would put together a draft policy before the next meeting.
5.2	Tom also reported on the Village Hall Hallmark scheme which offers a star rating for halls that meet the required criteria. It was agreed that we should follow this through.
6.	Finance Update
6.1	The finance report for December Income for month - £1000 approx Outgoings for month - £1500 approx Balance of accounts as at 31/12/09 - £28600 approx
6.2	It was agreed to move the banking from CAF to Lloyds TSB PLC.
7.	100 Club
7.1	The draw for January took place, first prize no. 34 Gillian Jones, second prize no. 10 Irene Penny
7.2	It was agreed that the task of collecting the February renewals is to be shared amongst the Committee.
8.	Building/Maintenance Matters
8.1	Despite best efforts the rain water drain is still causing problems, Dylan will chase his contact to look at this.
8.2	The lounge floor has now been stripped and repolished. The main hall will require a second coat.
8.3	Repainting has started now that a colour match has been found for the paint. The lower half of the wall by the hatch in the main hall and the table store has been completed.
8.4	In addition to No 1 boiler not working, there is now a leak on No 3 boiler from the condensing overflow. Graham Hoare will chase the contractor. It was agreed that an electrician was required to look at the timer on the heating system as this was not working correctly.

8.5	The shelving of the cloakroom has now been completed.
8.6	A vote of thanks was recorded for Julie and Graham Hoare who completed a daily check on the hall over the Christmas period.
9.	Health & Safety Matters
9.1	All risk assessments are in place now.
9.2	No accidents had been reported.
10.	Current Bookings/Hirers Complaints – Youth Club Evening
10.1	No issues with regards to current bookings
10.2	It was agreed that Christening Parties would be allowed access to the key in the village shop in order for them to leave the hall for the church service.
10.3	A verbal complaint had been received from Slimming World with regards to a disco being held at the same time as their booking. A letter of apology will be sent.
10.4	A note will be added to the website to request any complaints are forwarded to the Chairman in writing.
10.5	It was agreed that there was not a suitable alternative to the Wednesday night booking for the Youth Club.
11.	Sub- Committee for Village Hall Events
11.1	Tom and Paul agreed to take this forward.
12.	Any Other Business
12.1	Bob Bolder had made a request to hold a Charlton Football training day during half-term and would require the use of the changing rooms. This was agreed and Tom will liaise with the Sports Club.
12.2	It was agreed that we need to arrange for the higher windows in the main hall to be cleaned.
12.3	It was agreed to upgrade the alarm sensor in the meeting room as there had been some false alarm call outs due to the sensitivity of the current sensor.
12.4	Ray agreed to maintain records of photos of village hall events
12.5	An explanation was given as to why several large cheques had been issued to Sandra in recent weeks. These were to cover emergency payments made by credit card over the phone for Viridor and British Gas in order to prevent services being suspended. Payment had been delayed due to the inefficiencies of the current bank account. In addition an Internet payment had been made to cover the invoice for the refit of the IT room. Copies of the relevant statements have been handed to Dylan for the finance records.
12.6	A total of £60.73 was raised for the Pilgrim's Hospice at the Christmas Farmer's Market.
13.	Date of Next Meeting
13.1	.Monday 15 th February 7pm