

	Chartham Village Hall Management Committee	
	Minutes of the Meeting held on Monday 7th December 2009	
	Agenda	
1.	Welcome newly appointed trustees and appointment of Chairman	
2.	Finance update. Resolution re bank mandate / authorised signatures	
3.	Appointment of other officers	
4.	To complete AGM Deed of Resolution for Charity Commission	
5.	To determine by lots the four elected trustees to remain in office until the 2011 AGM	
6.	Registration of Trustees. Confidentiality and declaration of interests. (see Trust Deed)	
7.	To confirm appointment of Charity Correspondent	
8.	Apologies for absence	
9.	Minutes of the meeting held on 2nd November 2009	
10.	Matters arising from meeting held on 2nd November 2009	
11.	Matters arising (if any) referred from 2009 AGM	
12.	Building / maintenance matters	
13.	100 Club & lottery licence update	
14.	Cleaning contract renewal	
15.	Health and Safety matters.	
16.	Current bookings	
17.	Keyholding procedure	
18.	Any other business	
19.	Date of next meeting.	
1.	Welcome newly appointed trustees and appointment of Chairman	
1.1	The new Trustees were welcomed to the meeting.	
1.2	Tom Tucker-Smyth was elected as Chairman, proposed by Brian Hood seconded by Ray Clark.	
1.3	Brian Hood was elected as Vice-Chairman, proposed by Paul Hornibrook, seconded by Tom Tucker-Smyth.	
2.	Finance update. Resolution re bank mandate / authorised signatures	
2.1	The finance report for November was presented by Dylan Tompkins. Income for month - £2070 Outgoings for month - £1641 Current balance of accounts - £29535.92	
2.2	It was agreed that Dylan Tompkins, Tom Tucker-Smyth, Paul Hornibrook & Brian Hood would be added as bank signatories.	Action – Dylan

2.3	Sandra offered to be point of contact for utility bills as these became the responsibility of the VHMC w.e.f. 1 st December 2009.	Action – Paul
3.	Appointment of other officers	
3.1	Dylan Tompkins was elected as Treasurer, proposed Tom Tucker-Smyth, seconded Ray Clark.	
3.2	Sandra Cook was elected as Secretary, proposed Ann Dawes, seconded Lee Marsh.	
4.	To complete AGM Deed of Resolution for Charity Commission	
4.1	The Deed of Resolution as agreed at the AGM was duly signed. The amendment will be made to the Trust Deed.	Action – Paul
5.	To determine by lots the four elected trustees to remain in office until the 2011 AGM	
5.1	The Elected Trustees who drew lots to remain in office until the AGM in 2011 were – Paul Mathew Paul Hornibrook Sandra Cook Brian Hood	
6.	Registration of Trustees. Confidentiality and declaration of interests. (see Trust Deed)	
6.1	Debbie Weatherall & Paul Hornibrook are still to complete declaration forms.	Action – Paul Debbie
6.2	The Chartham Gardeners Society have advised that Sue Ferris will be their Appointed Trustee.	Action – Sandra
7.	To confirm appointment of Charity Correspondent	
7.1	Sandra Cook was appointed Charity Correspondent. Charity Commission to be advised.	Action – Sandra
8.	Apologies for absence	
8.1	Apologies were received from Paul Mathew	
9.	Minutes of the meeting held on 2nd November 2009	
9.1	Minutes agreed. Proposed Sandra Cook Seconded Steve Dungay	
10.	Matters arising from meeting held on 2nd November 2009	
10.1	These are included as agenda items	
11.	Matters arising (if any) referred from 2009 AGM	
11.1	It was agreed that Fuller Accounts of Ashford would be appointed as the Independent Examiner	Action – Dylan
12.	Building / maintenance matters	
12.1	Graham Hoare presented his Caretaking Report for November. The issue with the drain in the car park has still not been resolved. Paul to arrange for Dyno Rod to visit.	Action – Paul

	<p>The lighting in the lounge and in the main hall has been fixed.</p> <p>It was agreed that any replacing of light bulbs could be undertaken by Graham rather than call out Blue Square Building Services Ltd.</p> <p>Door Stops have been ordered.</p> <p>Loo roll holders have been fitted with the exception of the disabled toilet.</p> <p>It was agreed that the idea of fitting slide robes in the cloakroom would be abandoned. Instead it was agreed to allow the Youth Club to arrange to have the cupboard shelved at their expense. The cupboard will then remain locked. Youth Club to be advised that they will need ensure all of their equipment is stored in this room.</p> <p>Consideration will be given to the purchase of a mobile coathanger for use by hirers.</p> <p>The boilers have been serviced but number 1 boiler is now not working properly and has had to be turned off. In addition a pump bearing will need to be replaced in the near future. It was agreed that Graham can arrange the replacement of the bearing and that the heating company will be called to look at the boiler.</p> <p>The floor in the main hall has been stripped and repolished but requires a second coat. The lounge floor also needs to be done. Paul will order materials and Graham and Martin will complete the work.</p> <p>It was agreed to purchase an industrial floor cleaner. Graham will investigate.</p> <p>It was agreed that Graham has the responsibility to call in contractors to undertake repairs as and when required.</p>	
13.	100 Club & lottery licence update	
13.1	The draw for the December prize took place, first prize number 9 Janet Kendall and second prize number 18 Jessie Bradley.	
13.2	The Small Society Lottery Licence had been obtained and will be displayed in the hall. Steve and Sandra are the Trustees appointed to be signatories to complete the quarterly return.	Action – Sandra
13.3	It was agreed to put a notice in the Parish Magazine	Action -

	asking for a volunteer to collect the subscriptions.	Sandra
14.	Cleaning contract renewal	
14.1	It was agreed that the contract with Stour Valley Cleaning Services needed to be reviewed. Brian, Tom & Paul agreed to undertake this.	Action – Paul Tom Brian
15.	Health and Safety matters.	
15.1	It was agreed that Tom would continue as Health & Safety rep.	
15.2	Tom will put together a checklist for hirers covering all aspects of H&S and Fire Regulations. Training will then be given to all key holders. User guides will be on display for equipment that can be used by hirers.	Action – Tom
15.3	Fire evacuation signs have been put in place by the Parish Council. A sign will be placed on the muster point for fire evacuation.	Action – Tom
15.4	It was agreed that nothing would be fixed to walls in the hall without prior agreement and that all items fixed would have mirror hooks.	
15.5	No accidents have been reported during November	
16.	Current bookings	
16.1	An enquiry had been made for a booking for Tumble Tots. It was agreed that as this would be primarily for local children it could be charged at the local rate with a review in February.	
16.2	An enquiry had been made by Kent Children's Centres to use the IT room, Friday 9 -12. This was agreed.	
16.3	A thank you to Ray Dungay was minuted for all his help with key holding duties.	
16.4	It was agreed to order 2 additional keys for the broom cupboard to be kept with the front door keys at the shop.	Action – Paul
16.5	It was agreed to purchase a mobile phone to be the bookings phone. The number will be published on the website and on leaflets.	Action – Steve
17.	Keyholding procedure	
17.1	Amendments have been made to the key holding procedure and there is now a key register in place at the village shop. Hirers are required to leave a contact phone number and sign when key is returned.	
17.2	Ray and Lee agreed to be additional key holders	
18.	Any other business	
18.1	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.	Action – Steve Ann Dylan
18.2	New VHMC brochure – Paul agreed to investigate this	Action – Paul
18.3	Website to be reviewed – Sandra agreed to look at this	Action –

		Sandra
18.4	Monthly key holding bookings sheet – Lee volunteered to complete this each month	Action – Lee
18.5	The issuing of keys and fobs will be the responsibility of Tom & Paul. They will maintain a register as to who holds keys	Action – Paul Tom
18.6	Ray & Ann agreed to have their numbers added to the emergency contact numbers displayed in the hall	Action – Sandra
18.7	Sandra will organise a contact list for all Trustees to be completed and distributed.	Action - Sandra
18.8	It was agreed that the responsibility for the annual servicing for electrics, PAT testing, gas boilers and heating, fire alarm, CCTV, fire extinguishers and fire curtain will be held by Paul & Tom	
18.9	Martin volunteered to be responsible for ordering supplies of all cleaning equipment	Action – Martin
18.10	It was agreed by all that we will no longer charge for storage cupboards	
18.11	It was agreed not to charge for notices to be displayed, Martin agreed to be responsible for keeping the notice boards up to date	
18.12	It was agreed that the minutes of the meetings would be displayed on the websites of both the village hall and the Parish Council	Action – Sandra
18.13	It was agreed that the Farmer's Market signs would be donated to the CCFM	
18.14	It was proposed by Paul Hornibrook and seconded by Ray Clark that the village fete can use the hall for monthly meetings for a total fee of £10. In addition the fee for the use of the hall for the weekend of the fete would be £10. This was agreed.	
18.15	It was proposed by Sandra Cook and seconded by Paul Hornibrook that the Clarinova was put up for sale. This was agreed. Sandra will investigate	Action – Sandra
18.16	It was agreed that matching mugs should be purchased and Ann will investigate where the Chartham Village Hall crockery was purchased.	Action – Ann
18.17	It was agreed to investigate the purchase of round tables	Action – Paul
18.18	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	Action – Tom Paul
18.19	Consideration was given to the idea of a widescreen TV screen in the lounge area, this could advertise all local groups and businesses. Paul will investigate.	Action – Paul
18.20	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	Action – Steve

18.21	It was agreed that the IT room should be fitted with more appropriate desks and shelving, including book shelves. Paul will arrange for quotes and it was agreed that these would be circulated and agreed by e-mail/letters prior to the next VHMC meeting.	Action – Paul
18.22	It was agreed that a leaflet rack was required and Martin will investigate.	Action – Martin
18.23	It was agreed to swap over the chair and table storage cupboards.	Action – Tom Paul Martin Graham
18.24	It was agreed that additional seating was required for the patio area, Ray will investigate	Action – Ray
18.25	Areas of the hall need painting and Ray Tom Martin & Graham will undertake this	Action – Ray Tom Martin Graham
18.26	It was agreed that a storage bin was required for the broom cupboard to house all cleaning chemicals	Action – Martin
18.27	It was agreed to purchase a workmate bench and drill for use at the hall. Graham will be asked to investigate this	Action – Paul Tom
18.28	The renewal of the contract with Initial Cleaning Services needs to be reviewed. Dylan to check the expiry date.	Action – Dylan
18.29	The alarm contact list needs to be updated with the following Trustees willing to be on the list Lee Marsh Ray Clark Tom Tucker –Smyth Paul Hornibrook Martin Cook Steve Dungay And in addition Graham Hoare	Action – Sandra
18.30	The maintenance of the garden will be undertaken by Ann Dawes, Ray Clark and Steve Dungay	
18.31	It was agreed that all proposed purchases must be agreed at a VHMC meeting.	
19.	Date of next meeting.	
	Monday 18 th January 7pm	