**Minutes Newton Memorial Hall Committee 15th September 2022**

**Present:** Bob, Des, Gordon, Ruth, Jane and Veronica. The committee welcomed Ben as a new member.

**Apologies:** Ian and Sarah. Confirmation was given that June was no longer a member of the committee

**Minutes of the previous meeting:**

The minutes of the previous meeting required a correction to the elected Chairman’s name. His name was documented in error as Bob Ainsworth and should have read Bob Threadgold.

The remaining minutes were agreed as a correct record of the meeting.

**Treasures report:**

Gordon reported:

Current balance £18,566.70

The reduction from the previous balance was due to a payment to the Parish Council for the step.

Gordon also confirmed that there would be an increase in energy costs I the coming months.

**Bookings:**

Bookings for the Hall have been quiet over the summer months but are now increasing. Regular bookings also continue and there have been no problems since the introduction of the new pricing structure.

The new booking forms were in use and working well.

**Purchase an allocation of new keys**

Bob confirmed that 7 new door keys had been purchased and allocated. However, Gordon had not yet received his key as previously agreed. Bob agreed to sort this out.

**Update of application to “Green Shoots” and energy saving improvements**

Ian and Rebecca have had two meetings with WCC in relation to the Green Shoots application and grants available. Further meetings are to go ahead and Ian has asked to meet with Gordon and Des to discuss the applications prior to the next Green Shoots meeting.

**Replacement of notice board and signage**

Gordon had been looking at various options available for a new notice board and will continue this work.

Bob reported that the new Memorial Hall signage was being worked on and he will continue with the sign fitter to complete the new title for the Hall.

**Installation of Handrail at side entrance**

The new handrail and step to the entrance to the side of the hall have been fitted and were a very useful addition for visiting guests. However, it is apparent that there is still a leak of water under the flooring at the new entrance which is obviously of both a financial and H&S concern . It is not clear how the water is entering. Gordon will speak to Rick (PCC) re: the application of sealant to the door and also to check the airbricks and Bob will speak to Ian about the fitting of the new doors with the contractors.

**Contact details and future communication**

It was agreed that future communications would now be undertaken electronically. All members agreed to forward their email addresses to Veronica and all communications would be sent via email from now on.

**Live and Local**

Noel now arranging Live and Local shows and is happy to update the Village Hall committee as events booked. Flyers would be sent out to all villagers and advertised on the village Facebook page. The next show is booked for 21st Oct.

**Any Other Business**

Following the previous meeting the draft Deeds of Management for the Village Memorial Hall were distributed to all committee members and comments requested. Following this consultation the following changes were made

Point:

3.7: It was agreed this would be left in the deeds

4.3 & 4.4 To be put together as one point

4.8 It was agreed that as part of the responsibility to inspect the Hall PAT testing will be required. Jane agreed to speak to Kevin Brown to arrange the testing contract.

4.11 It was agreed that it would not be possible to inspect the Hall after each booking but the booking form would be amended to state the Hall and all equipment should be left as it found and those using the Hall would be charged for any damage or breakages. This would be added to the Deeds and booking form.

Further work will continue on the Deeds and the final document reported to the committee.

**Chairs available within the Hall**

Jane reported that the “Active Aging” group who used the Hall had found the chairs which do not have

arms could be difficult to use by those less able. It was agreed that Gordon would look at alternatives to purchase.

**Date of the Next Meeting:**

Thursday 12th January 2023 7:15pm Newton Memorial Hall.