

**Clopton Village Hall Committee Meeting**  
**Thursday, 13<sup>th</sup> July 2017, at 7.30pm**  
**At Clopton Village Hall**

1. **Present** : Diana Dawson, Alan Backhouse, Doris Main, David Hayhow Sue Christensen, Richard Taylor.
2. **Apologies** : Elaine Gissing.
3. **Minutes of the last meeting on 27<sup>th</sup> April 2017** : Agreed and signed.
4. **Matters arising** : Thanks to Alan for making and fitting a post and hook to keep the main gate open.  
Insurance for the swings has been arranged by the Treasurer.  
Schoolscapes has promised to send replacement posts for the play trail. These have still not been received. Diana to chase again.  
David has not yet approached the Parish Council for funding to replace the barge and fascia boards and the security lighting.  
The drain by the front door is still to be fitted.  
The electricity meter will need to be changed to accommodate the new pound coins.  
The key-safe and clothing bank have been installed.
5. **Acknowledgement board for play equipment funding**: Sue has obtained designs and quotes. A decision was made on the preferred design, and it was decided to go for the cheapest option, costing £75 plus VAT. Sue to order.
6. **Rates of payment for hiring hall tables, chairs, crockery and cutlery** : It was decided that it would be too complicated to work out rates for hire, but that this should be left to Della's discretion. Only local people should be able to hire items without paying a deposit. Chairs should not be used outside on grass as they tend to lose the rubber feet, which are expensive to replace.
7. **Financial report** : David presented the accounts. Cash in the bank on 13<sup>th</sup> July 2017 is £7335.00. There is a deficit of £467.48 because the grant of £500 from Adnams Brewery was paid into the bank during 2016 and has only recently been used for the children's swings.  
David will order heating oil soon whilst prices are reduced.
8. **Fire alarm testing** : This has not been done for some time. David to arrange.
9. **A.O.B.** : David and John Dawson have replaced the emergency lights in the toilets. P.A.T. testing on electrical equipment needs to be done. The hall emergency lighting was tested and found to be in order.
10. **Date of next meeting** : 5<sup>th</sup> October 2017.