

Clopton Village Hall Committee Meeting
Thursday, 27th April 2017, at 7.30pm
At Clopton Village Hall

1. **Present** : Diana Dawson, Alan Backhouse, Doris Main, Della Hughes, David Hayhow Sue Christensen, Richard Taylor.
2. **Apologies** : Elaine Gissing.
3. **Minutes of the last meeting on 23rd February 2017** : Amended to include Sue Christensen's apologies. Agreed and signed.
4. **Matters arising** : External kitchen door – David to see Barry Clamp about cost of replacement. Alan has bought a drainage gully to improve drainage near the front door, to be fitted in the near future. Thanks to Richard for arranging hedge-cutting.
5. **Key-Safe** : Della has requested installation of a key-safe at the village hall to improve security and convenience for hall users. All existing keys would be recalled and hirers given the key-code. This would be changed on a regular basis and regular users informed of the new code by email. Della recommended the Supra P500 KeySafe which is police-approved. The committee agreed provided that the hall insurers approved.
6. **Achievements 2016/7** : Diana listed projects completed over the last year and thanked all those involved for their hard work. The hall has been completely redecorated internally, new curtains fitted, replacement larder fridge and microwave bought, the hedges cut and children's swings installed.
7. **List of work that needs doing/funding** : External kitchen door replacement; replacement barge boards, fascia boards and guttering; new post and hook to hold back the gate.
8. **Play Equipment Maintenance** : Schoolscapes have sent a surveyor to inspect the condition of the playtrail posts. We are still awaiting a report from them. The goalposts need repainting. Sue to give Alan the key to the padlock and paint supplied by the manufacturers. David to contact the insurers to extend cover for the swings.
9. **Clothing Bank on VH Car Park** : We have been contacted by the Salvation Army regarding installing a clothing bank on the car park. Diana contacted the SA and received assurance that the installation would be free of charge, it would be insured by the SA, it would be frequently emptied, and that the lid would be securely locked to reduce vandalism. Profits would be shared between the SA and the Air Ambulance charity. The committee agreed to the installation, Diana to inform Terri. It would be helpful if the bin could be placed behind the gate, if possible, to avoid taking up more car parking space.
10. **Keys to the CPC Cupboard** : Terri, Chris Angwin and Della have keys.
11. **Finance** : David presented the accounts. For the first quarter of 2017, income was £2026.00, and expenditure £2679.00, leaving a deficit of £653.00. This should be rectified by hiring fees for the two forthcoming elections. There is a balance in the bank account of £6,800.00. Heating oil will be topped up in July when prices should be reduced.
12. **A.O.B.** : The fence around the oil tank is damaged. As this is no longer needed for security, it can be dismantled.
Diana to dispose of remaining hedge-cuttings on a bonfire.
One fluorescent tube has been replaced and another now needs replacing.

David would like to change to LED lighting panels eventually. Alan to change the bulb in the light by the front entrance.

David to ask the PC to fund new barge boards and security lights as these are improvements rather than maintenance.

Della has been contacted by the TV Licensing Authority. No action necessary. The new pound coins will not fit the electricity meter, which may need to be replaced. David to check prices.

A notice of acknowledgement of funding provided by SCDC, Adnams etc for the play equipment is required. Diana and Sue to arrange. Richard a company in Martlesham.

13. **Date of Next Meeting** : Thursday 13th July.