

Clopton Village Hall Committee Meeting
Thursday, 5th October, 2017, at 7.30pm
At Clopton Village Hall

1. **Present** : Diana Dawson, Alan Backhouse, Doris Main, Sue Christensen, Della Hughes.
2. **Apologies** : Elaine Gissing, David Hayhow.
3. **Minutes of the last meeting on 13th July 2017** : Agreed and signed.
4. **Matters arising** : The annual RoSPA inspection has taken place. The grass was deemed to be too long in the play area, and there was strimmer damage to the posts of the play trail.
We have received the Schoolscapes surveyor's report. Because the damage to the posts is caused by strimmer use, Schoolscapes is not responsible for their replacement. It was decided to treat the posts with wood preservative and trim the grass with shears.
The fire alarms have all been tested and are working correctly.
David has arranged for PJW to fit a new electricity meter and PAT test all the appliances. The cost will be £300 including VAT.
David has obtained quotes for replacement of the exterior kitchen door. Barry Clamp's quote has been accepted and the door will be fitted soon. The cost is £600 which will be mainly paid for with profits from the fete held by the Parish Council.
5. **Treasurer's Report** : David presented the accounts. Cash in the bank on 5th October 2017 was £7332.52. Expenditure for 2017 exceeds income by £364.24. Heating oil has just been purchased for £300.33.
6. **Maintenance work completed** : The drain has been fitted by the front door; the emergency lighting has been tested; various light fittings have been replaced. Thanks to all the volunteers who have carried out this work.
7. **Update on hall bookings** : Della presented an overview of the hall booking situation. There have been fewer single bookings this year, as bookings for teenage parties are no longer accepted. There have been a few children's parties and one wedding. Feedback has been good. There have been no bookings for Dog Therapy weekends this year. Regular bookings are still good including Badminton, Spinners and Weavers, Coffee and Craft Mornings and Pilates Classes.
8. **Ongoing maintenance** : A winter work party will be needed to tidy the outside facilities. The five-a-side goals posts need repainting. The hinge on the side-gate needs adjusting as it is no longer self-closing. Alan will continue with the hedging. John Dawson will trim the mound.
Diana suggested that a maintenance plan should be generated for routine annual tasks. This will be discussed at the next meeting.
9. **A.O.B.** : A request has been received from Jenny and Ronnie Wood to place a bench in memory of their son James at the village hall. The bench will be made of recycled plastic, which is maintenance-free, and engraved with a memorial. Ronnie will build a base for it between the windows facing the playing field. The committee agreed to the request.
Elaine Gissing has resigned as Secretary because of pressure of work and other commitments. Elaine has worked very hard for the village hall and was also Booking Secretary for many years. The committee is very grateful to her and is sorry to see her go.

It was agreed that Diana would compile the agenda for forthcoming meetings, and Sue would produce the minutes.

10. **Date of next meeting :** Thursday 1st February 2018.