

Clopton Village Hall Committee Meeting
Tuesday 10th January 2019, at 7.30pm
At Clopton Village Hall

1. **Present** : Diana Dawson, Sue Christensen, Della Hughes, David Hayhow, Doris Main.
2. **Apologies** : Richard Taylor, Alan Backhouse.
3. **Minutes of the last meeting on 9th October, 2018** : Agreed and signed.
4. **Matters arising** : Norse is emptying the bottle banks more regularly, as requested. Users are leaving boxes full of bottles at the site. Della to use Clopton News to remind users that they should put their bottles into the bins and take the boxes away with them.
The oil tank has been topped up at a cost of £874.91.
5. **Treasurer's Report** : David presented the accounts for 2018 . These show a trading profit of £466.19 for the year. There is a balance in the bank of £12,901.12 which includes £5353.20 funding for the replacement bargeboards and soffits.
The New Year's Eve dance raised over £300 for the village hall. Thanks to Diana and her team.
6. **Replacement of exterior woodwork** : Funding has now been obtained from The Big Lottery, SCDC's Exemplar Programme, The Suffolk Community Foundation and profits from 2017 New Year's Dance. Specialised Fixings are planning to start the work in March, weather permitting. The total cost is £5,653 including VAT and scaffolding.
7. **Policy documents to support fund-raising** : Policies on Safeguarding, Health and Safety, GDPR and Maintenance Planning are required by funding bodies, and have now been completed by David. Diana is working on an evacuation plan in the event of fire. This must include marked fire exits, a plan of the hall, address and postcode of the hall, assembly point etc. This information must be sent to all hirers by Della. It was decided that the assembly point should be at the benches in the car park next to the bottle bank. Thanks to David and Diana for the many hours spent producing these policies and completing funding application forms.
8. **Hedge-cutting on the concrete road side of the playing field** : Alan will get a work party together to do this when the pheasant shooting season finishes.
9. **Disposal of unwanted items** : Various unclaimed articles and items no longer needed will be disposed of, sold on Ebay, or sent to charity shops.
10. **Small maintenance jobs** : John Dawson will remove remaining woodwork on the wall in the meeting room now that the bar flap has been removed.
There is a small amount of replastering needed over the door in the lobby.
A broken tile on the roof needs replacing.
The hook holding the front door open is broken.
11. **A.O.B.** : The safety lights were checked and found to be in order.
The Pilates group has complained that the hall radiators take much too long to heat up. They were tested and found to heat up reasonably quickly, except for the one in the meeting room. David to check to see if they need bleeding.
David to investigate if we can reduce electricity bills by changing supplier or or having a smart meter fitted.
David to arrange to have the septic tank emptied.
12. **Date of next meeting** : 18th April 2019.