LANGSTONE VILLAGE HALL TRUSTEE MEETING

MONDAY 28th JANUARY 2019 at 7.00pm

at the home of Heather Jones

|  |  |
| --- | --- |
| **Present**  Carol Bryant (Chair)  Eric McKeand  Ynys Edwards  Heather Jones (Secretary) | **Apologies**  Ted Jeffery (Seniors)  **Absent**  Jaron Lloyd  Mark Griffiths (LCC)  Theressa Roberts (Babes in the Wood)  Lorna Christofferson (Babes in the Wood)  George Stone (Holism) |

1. **The minutes of the last meeting** held on 19th November 2018 were approved.
2. **Matters arising** (not listed below)

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| --- | --- | --- | --- |
| **Action** | **Who** | **Update** | **Status** |
| Investigate installation of PIR light outside hall | EM | Motion-activated light installed outside Kennett Room | Closed |
| Ascertain fees charged by other local halls | HJ | £12 per hour appears to be common rate | Closed |
| Sort out kitchen cupboards | CB HJ | Completed | Closed |
| Remove sink in Kennett Room | EM | Completed | Closed |
| Move metal shelving from stage area to KR store | EM | Completed | Closed |
| Continue negotiating contract with BitW | EM CB JL | Completed. Contract agreed. | Closed |
| Obtain quotes to replace external uPVC door to Annexe (to match Kennett Room) | EM | One quote received - more to be obtained | On-going |
| Add minutes and accounts to website | HJ |  | On-going |
| Contact regular bookers for class details for advertising on website and Facebook page | HJ |  | On-going |
| Seek out suitable grants for future works on hall | CB EM HJ |  | On-going |
| Seek decorating materials from local companies | JL |  | On-going |
| Liaise with Tony Ford re planter | EM |  | On-going |

1. **Treasurer’s report**

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| --- | --- |
| Current account | 4,840 |
| Business account | 2,572 |
| **Total funds available** | **7,412** |

One invoice (Helen O’Grady Drama) outstanding and due to be paid.

Expenditure likely to be around £800 per month. Around £5k should be available at end April.

Eric had submitted the annual Charity Commission return.

Monmouthshire CC energy grants – the CC was going out to tender for installation of lighting in 5 halls. This may be given as a grant to halls instead.

Eric was authorised to purchase a new vacuum cleaner for the hall.

Eric to obtain quotes for new flooring for Kennett Room.

1. **Booking Clerk’s report**

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| --- | --- | --- | --- | --- | --- |
| **New one-off bookings** | |  |  |  |  |
| **Date** | **Who** | **Event** | **£** | **Room** |
| 02-Feb | £33.33 | Jang Hussein | Birthday party | KR |
| 03-Feb | £34.00 | Sam Ali | Birthday party | MH |
| 10-Feb | £73.66 | Karrie Spellman | Party | MH |
| 24-Feb | £25.00 | Wendy Rees | Committee Meeting | KR |
| 20-Jul | 53.00 | Dawn Jones | Holism Group | Both |
| 23-Feb | £80+ £50 dep | Charlie Preece | Party | MH |
| 26-Feb | £34.00 | Claire Bartlett | Party | MH |
|  |  |  |  |  |
| **New regular bookings** | |  |  |  |
| **Date** | **Times** | **Who** | **Event** | **Room** |
| Mondays (not 2nd) | 18:30-21:30 | Clare Legge | Meet the Guide | KR |
| Fridays | 19:00-22:00 | Rhi Gritten | Turn'd Up Fitness | MH |
| 1st Monday | 19:00-22:00 | LVH Trustees | Committee Meeting | MH |
| 3rd Sunday | 11:00-14:00 | Grace Chamier | Langstone Local Market | MH |
| Thursdays | 16:30-19:00 | Jessica Whatmore | JW School of Dance | MH |

Regular Booking forms for 2019 were sent out in October. Most have been received. 2 still missing - Canine Club & Ladies Friendship Group

Eric agreed to send Heather a copy of the hall licence. This is to be displayed at the hall.

Eric to supply Heather with measurements of the hall.

The invoices produced by Hallmaster at the end of December had been accurate. Eric to work with Heather to develop auto-invoicing via Hallmaster.

1. **Babes in the Wood (BiW)**

A contract had been agreed. Eric to send a copy to Heather.

An agreement had been arranged for Moo Music to set up at 12:45 on Mondays whilst BiW were clearing away.

1. **Maintenance/H&S Matters**

The wooden ramp into the annexe had started to collapse. Eric to repair.

Kitchen window needs repairing – Eric to obtain quotes.

An e-learning resource is available free from the insurer providing information for users to understand their responsibilities. Eric to assess and forward link.

1. **Accidents/Security/Complaints**

None

1. **Refurbishments / Improvements**

The hall is to be painted in magnolia silk paint to allow marks to be wiped off. Carol & Eric to meet with decorator. Painting to take place in school holidays.

Eric to speak to builder re constructing storage units.

Timber strip across floor join had broken – Eric to replace with aluminium strip.

The planter, with a floral design, should be ready by early March. It would be made of glavanised steel with etched finish.

1. **Date of next meeting**

4th March 2019 in Main Hall at 7pm.

(Future meetings will take place on the first Monday of the month at 7pm in the Main Hall)

**ACTIONS**

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| --- | --- | --- |
| **Action** | **Who** | **Status** |
| Obtain quotes to replace external uPVC door to Annexe (to match Kennett Room) | EM | On-going |
| Add minutes and accounts to website | HJ | On-going |
| Contact regular bookers for class details for advertising on website and Facebook page | HJ | On-going |
| Seek out suitable grants for future works on hall | CB EM HJ | On-going |
| Seek decorating materials from local companies | JL | On-going |
| Liaise with Tony Ford re planter | EM | On-going |
| Purchase a new vacuum cleaner for the hall | EM |  |
| Obtain quotes for new flooring for Kennett Room | EM |  |
| Send Heather a copy of the hall licence | EM |  |
| Supply Heather with hall measurements | EM |  |
| Eric to work with Heather to develop auto-invoicing via Hallmaster. | EM HJ |  |
| send a copy of BiW contract to Heather | EM |  |
| Repair wooden ramp into the annexe | EM |  |
| Eric to obtain quotes to repair kitchen window | EM |  |
| Eric to assess e-learning resource from the insurer and forward link | EM |  |
| Meet with decorator | EM CB |  |
| Speak to builder re constructing storage units | EM |  |
| Replace timber strip across floor join with aluminium strip | EM |  |