LANGSTONE VILLAGE HALL

TRUSTEES’ MEETING

MONDAY 24th JUNE 2019 at 19:30

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| **Present**  Carol Bryant (Chair)  Eric McKeand (Treasurer)  Ynys Edwards  Jaron Lloyd  Howard Brown (LCC) | **Apologies**  Heather Jones (Secretary)  Hilary Prest |

1. **Apologies – as above**
2. **Minutes of last meeting approved**
3. **Matters arising**

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| --- | --- | --- | --- |
| Liaise with Tony Ford re planter | EM | Planter is finished but installation not possible until exterior decorated | Closed |
| Eric to work with Heather to develop auto-invoicing via Hallmaster. | EM HJ | Invoicing works well | Closed |
| Seek decorating materials from local companies | JL | Superseded | Closed |
| Repair wooden ramp into the annexe | EM | Completed | Closed |
| Obtain additional quotes for interior decoration | EM CB | Contractor appointed | Closed |
| Speak to builder re constructing storage units | EM | Meeting with builder held 13th June | Closed |
| Replace timber strip across floor join with aluminium strip | EM | Meeting with builder held 13th June | Closed |
| 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 | Heather meeting with Lottery Fund rep on 2nd July | On-going |
| Purchase a new vacuum cleaner for the hall | EM |  |  |
| Obtain quotes for new flooring for Kennett Room | EM |  |  |
| Eric to assess e-learning resource from the insurer and forward link | EM |  |  |
| Investigate whether a Music Licence is required for private parties & shows | HJ |  | On-going |

1. **Treasurer’s report**

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| --- | --- |
| Current account | £6,868 |
| Business account | £2,575 |
| **Total funds available** | **£9,443** |

**Financial Projection**

Next regular user invoicing will take place at the end of August, so assuming receipts complete by end September.

Monthly expenditure to end September and paying balance of internal painting (£1,838) will reduce our funding to approx £4,800. Allowing a £1,000 buffer to cover emergencies means we can expend approx £3,800 during period from now until end September.

1. **Booking Clerk’s report**

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Carol noted that hall hire for the Tribute Night on 21/9/19 would be paid by LCC as it was a charity fundraiser.

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

None. Missing first-aid box had reappeared.

1. **Accidents/Security/Complaints**

No issues raised.

1. **Refurbishments / Improvements**

After some discussion it was agreed to produce a prioritised wish-list with approx. budget for each item:

1. Internal painting - already committed, start late July - balance to £1838 (LVH funding from current funds
2. Internal store cupboards at old stage end of hall. Quote from Paul (£2650 except internal shelving) accepted. Jaron given approval to advise Paul of LVH acceptance and fix dates for installation, during July. Shelving units to be decided later (estimate £650 max). Payment to be made from current LVH funds.

(ACTION JL)

1. Kennett Room floor covering. Current carpet tiles are now grubby and stained and considered unhygienic. Proposed some type of wood effect vinyl or similar. Budget £1500. Several quotes and alternative specs needed.
2. External painting to front of hall and link wall plus the front and side of Kennett Room to have a unified colour to whole building. Budget based on previous quotes £3000. Need revised quotes to finalise.
3. Following external painting new signage (previous quote of £460, updated quote has been requested.
4. New notice board to replace old wooden one which is now in a poor condition. Heather to check the costs of the recent new notice boards purchased by LCC (£1000?)
5. Replacement door (composite/PVC) to annex. Current door in very poor condition. Outside panel is delaminating. Budget max £1000 but several quotes required.
6. Replace window blinds to Hall. Current vertical blinds are breaking up. The plastic fittings are very fragile and not suitable for the hall where they are treated roughly. Estimates for alternative types eg roller blinds needed. Estimate £500 but may be more.
7. Replacement of existing kitchen which was built from second-hand units with 2 sinks and cooker re-used. New units and sinks. New layout - Budget Units £3000 and installation £1000, total £4000

**Summary**



It was agreed that EM would draft a proposed submission to LCC and circulate to those at the meeting and Heather Jones. (ACTION ERIC)

1. **AOB**
2. Cleaning - it had been proposed by Carol and Heather that cleaning be increased to twice per week. Cleaner had agreed to this. Committee agreed to proceed with this. Proposed that Carol and Heather perhaps meet with cleaner to discuss cleaning and discuss any problems and perhaps develop a check list to ensure adequate coverage of hall and KR. Eric to advise cleaner and set up meeting with CB/HJ ACTION - EM
3. Heating - EM proposed that central heating should be turned off for the summer. Committee agreed. EM switched off heating following meeting.
4. Working party - EM suggested a working party to cut/strim grass to car park area and weed front of hall. No date agreed but badly needed. Eric to organise. ACTION EM
5. Loan of urn and cups & saucers - EM requested to loan these items on 15 August for a charity cake and coffee at his house. Committee agreed.
6. **Date of next meeting**

22nd July 2019 in Kennett Room at 7pm.