**LANGSTONE VILLAGE HALL**

**TRUSTEES’ MEETING**

**MONDAY 22nd JULY 2019 at 19:30**

|  |  |
| --- | --- |
| **Present**  Carol Bryant (Chair)  Eric McKeand (Treasurer)  Ynys Edwards  Jaron Lloyd  Heather Jones (Secretary) | **Apologies**  Lorna Christofferson  Lesley Brain |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Obtain quotes to replace external uPVC door to Annexe (to match Kennett Room) | EM | Quote to be obtained for white door as this will be cheaper than wood effect | 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 | Apply to Awards for All for kitchen | 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 |
| Inform builder of LVH acceptance of quote and to fix dates for installation of storage units in July | JL | Completed | Closed |
| Engage cleaner for twice-weekly cleaning. Arrange meeting between cleaner and CB/HJ | EM | Cleaner now cleans twice weekly. |  |
| Organise working party to weed, strim and power wash front of hall | EM |  |  |

1. **Treasurer’s report**

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| --- | --- |
| Current account | £5,195 |
| Business account | £2,575 |
| **Total funds available** | **£7,770** |

**Financial Projection**

Immediate expenditure – balance on painting and cupboards £3,300.

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

1. **Booking Clerk’s report**



1. **Accidents/Security/Complaints**

Parking issues at the Holism Fayre were reported by a neighbour. The Trustees recognised that it might be inconvenient but as it happens once annually it was decided to allow the event to continue if requested. If the annual event were blocked, the weekly bookings might suffer. The Trustees agreed that the Holism Group should be asked ahead of next year’s event to inform their clients to park responsibly, and perhaps appoint someone to supervise parking.

Wifi – notices of code to be put up in both rooms. **Action HJ**

1. **Accidents/Security/Complaints/Maintenance/H&S Matters**

Key safe had been replaced.

Annual fire extinguisher check had been carried out.

Hifi system – Ted to be asked if he has the microphone. Protech to be contacted to re-install system. **Action HJ/EM**

Jaron and Eric to clean guttering at back of hall. **Action JL/EM**

1. **Refurbishments / Improvements**

LCC had offered to lend £12k to LVH over 2 years. Eric assessed that it is feasible to repay any grant over two years. Heather suggested applying for a grant for the kitchen and offered to obtain a quote.

Work started:

* Internal painting - balance to £1838 (LVH funding from current funds)
* Internal store cupboards at old stage end of hall. Payment to be made from current LVH funds. Work should be complete next week.

Future projects

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. **Action CB**
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 checked the costs approx. for a 16-page green board (£500?)
5. Replacement door (composite/PVC) to annex. Current door in very poor condition. Also, fire doors at front and back are in poor condition. Quotes for uPVC fire doors to be obtained. Jaron to get quote. **Action JL**
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. Quote to be obtained. **Action CB**
7. Replacement of existing kitchen which was built from second-hand units with 2 sinks and cooker re-used. New units and sinks needed. New layout - Budget Units £3000 and installation £1000, total £4000. Heather to obtain quote and apply for grant. **Action HJ**
8. New chairs – Carol to investigate Tesco grants **Action CB**

**Summary**



Quotes to be circulated via email and decisions taken so that Heather/Eric can place orders.

* Quote had been obtained for strimming and clearing side of hall - £350. Trustees agreed it was worthwhile to get the ground cleared and waste disposed of. Carol to confirm quote, ask for price to repair gates and place order. **Action CB**
* Working party needed to clear front of building.
* Separate meeting to be held with Babes in the Wood re clearing back garden.
* Storage cupboards – Heather to contact hirers to offer storage at a cost. **Action HJ**

1. **AOB**

Cleaning – had been increased to twice per week – Tuesdays and Fridays. Carol to meet with cleaner re checklist. **Action CB**

1. **Date of next meeting**

30th September 2019 in Kennett Room at 7.00pm.

**ACTIONS**

|  |  |  |  |
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| Engage cleaner for twice-weekly cleaning. Arrange meeting between cleaner and CB/HJ | EM | Cleaner now cleans twice weekly. |  |
| Organise working party to weed, strim and power wash front of hall | EM |  |  |
| Put up notices of wi-fi codes in each room | HJ |  |  |
| Ask Ted if he has the microphone | HJ |  |  |
| Request Protech to re-install hifi equipment in hall | EM |  |  |
| Clean guttering at rear of hall | EM/JL |  |  |
| Obtain quotes for new flooring in KR | CB |  |  |
| Obtain quotes for uPVC fire doors | JL |  |  |
| Obtain quotes for roller blinds | CB |  |  |
| Obtain quote for new kitchen and apply for grant | HJ |  |  |
| Obtain quote for new chairs and apply for grant | CB |  |  |
| Place order for ground clearance to side of hall | CB | Completed |  |
| Offer storage at cost to hall hirers | HJ | Completed |  |
| Meet with cleaner re checklist | CB |  |  |