

**LANGSTONE VILLAGE HALL
TRUSTEES' MEETING
MONDAY 30th SEPTEMBER 2019 at 19:30**

Present

Carol Bryant (Chair)
Eric McKeand (Treasurer)
Heather Jones (Secretary)
Bev Rippon (Canine Society)
Howard Brown (LCC)

Apologies

Ynys Edwards
Lorna Christofferson

1. **Apologies** – as above
2. **Minutes of last meeting approved**
3. **Matters arising** - See updated action list
4. **Treasurer's report**

Current account	£7859
Business account	£1076
Total funds available	£8935

Financial Projection

£4000 needed to pay commitments over next 4 months.

Insurance – renewal came up in July. Service offered of a consultant to map buildings and calculate rebuilding costs. As a result, premium increased from £74 to £85 per month over 10 months.

Monmouthshire County Council grant for LCD lights – MCC asked for 2 quotes and would give a full or partial grant to fund improvements, depending on cost. Awaiting formal notification from MCC before obtaining quotes.

5. **Booking Clerk's report**

New one-off bookings

Date	Who	Event	Room	£	Paid?
14-Sep	Ashley Morgan	Party	MH	£ 36.00	Paypal
28-Sep	Dawn Jones	Holism Group	MH	£ 18.00	Invoice
07-Oct	Robert Jones	Meeting	KR	£ 27.00	Bank transfer
08-Dec	Heather Jones	LCC Children's Party	MH	£ 18.00	Invoice
09-Feb	Janet Hiscott	Geology Society AGM	MH	£ 72.00	Bank transfer

New regular bookings

Date	Times	Who	Event	Room
Sundays	08:00-10:00	Oli Backhouse	WW	KR
Thursdays	10:00-11:30	Louise Caldwell	Single dog trg	KR

Swapped from
Wed eves

6. **Accidents/Security/Complaints**

Hirers are using sticky tape on floor and window cills. HJ to write to all users advising that sticky tape and blutac are not to be used on any surface – floors, walls or window cills. **Action HJ**

2 x barrier mats to be purchased for entrance doors.

Action BR

Ask Photography Club to move cupboard into store.

Action HJ

7. Accidents/Security/Complaints/Maintenance/H&S Matters

Toilet broken in disabled toilet. Eric had contacted plumber. Boiler service also due. EM suggested hiring a handyman for jobs as and when needed. HJ suggested Langstone Handyman who advertises on local Facebook pages.

Action EM

8. Refurbishments / Improvements

EM had examined the finances and estimated that sufficient funds were in hand to pay for all planned improvements using LCC loan to pay for blinds and KR flooring.

9. AOB

Eric announced that he wished to step down as Treasurer at the end of November. Heather offered to take on the role. EM to add HJ as signatory on bank account in preparation. Llandevaud Common Committee had asked to borrow 3 tables for Bonfire Night – approved.

10. Date of next meeting

28th October 2019 in Kennett Room at 7.00pm.

ACTIONS

Obtain quotes for new flooring for Kennett Room	EM	Quote obtained – order placed with Fit My Floor	Closed
Engage cleaner for twice-weekly cleaning. Arrange meeting between cleaner and CB/HJ	EM	Cleaner now cleans twice weekly	Closed
Organise working party to weed, strim and power wash front of hall	EM	Howard had tidied up the front of the hall	Closed
Put up notices of wi-fi codes in each room	HJ	Completed	Closed
Ask Ted if he has the microphone	HJ	Microphone located	Closed
Obtain quotes for uPVC fire doors	CB	Quote obtained	Closed
Obtain quotes for roller blinds	CB	Blinds installed	Closed
Place order for ground clearance to side of hall	CB	Completed	Closed
Offer storage at cost to hall hirers	HJ	Completed	Closed
Obtain quotes to replace external uPVC door to Annexe (to match Kennett Room)	CB HJ	Quote obtained – apply for grant from Awards for All	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
Purchase a new vacuum cleaner for the hall	EM		
Eric to assess e-learning resource from the insurer and forward link	EM		On-going
Investigate whether a Music Licence is required for private parties & shows	HJ		On-going
Request Protech to re-install hifi equipment in hall	EM		
Clean guttering at rear of hall	EM		
Obtain quote for new kitchen and apply for grant	HJ	Kitchen fitter and designer has attended hall. Awaiting design & quote	On-going
Obtain quote for new chairs and apply for grant	CB		
Meet with cleaner re checklist	CB		
Storage cupboards	HJ	Consult locksmith re Yale type locks with master key. CB to ask carpenter to fit locks and handles and adjust doors	
Write to all hirers stating that sticky tape and Blutac are not to be used on any surfaces	HJ		
Purchase 2 barrier mats for entrance doors	BR		
Contact local handyman	EM		