**Dadlington Village Hall Management Committee**

**Minutes of meeting held on November 8th 2018**

**Present:** Phil Kiteley (Chair), Sam Johnson, Michael Dix, Sally-Ann Faulks, John Whitehead, Diane Rowbotham.

1. **Apologies:** Rachel Rees- Jones, Simon Rees-Jones, Ben Sockett, Sarah Roberts.
2. **Minutes of meeting held on 6th September 2018**: accepted
3. **Issues arising:**
	1. Key lock still needs to be fitted
	2. Label for AV cabinet with Rachel
4. **SCPC report** (written report provided by Sarah)
	1. Committee meetings to start at 7.45pm
	2. Parish Council survey closes on the 11th November
	3. Parking on the Green is still to be discussed
5. **Correspondence**
	1. **Coffee morning group** have suggested purchasing a coffee filter machine and have asked in the Village Hall Committee would consider splitting the cost. This was agreed to but the committee wondered if the Coffee Morning group would consider a more expensive model.
	2. **SCPC:** see 4 above.
	3. **Defibrillator:** problem with fuse has been fixed. First Responders will check the equipment and train John W to maintain it. John will organise training for interested villagers. Our insurance covers the machine itself but not anyone using it.

**Action:** John

* 1. **SCPC response to letter about parking on the Green**: have suggested posts which the Committee disagreed with but recognise that this is a village matter and that this Committee does not represent the views of a village as a whole.
1. **Financial Report:** Diane agreed to put together the balances of the bank account and savings account to put yearly deficit into context.

**Action:** Diane

1. **Bookings**: Sam will update the new information sheet for hall hirers. There has been one incidence of the hall being left in a mess. We do not currently ask for a deposit and this would be an administrative burden. Hopefully this will be a one off incidence.

**Action**: Sam

1. **Insurance:** Diane confirmed that we do need Employers Liability Insurance to cover any volunteers who help out at events. We have increased the equipment cover but do not need to insure any specific item. The cost is £385.22
2. **Village Hall developments:**
	1. Faulty lighting has not been repaired. Colin Burton has spoken to the electrician who should be coming in the next week. If no progress is made, Chris Tinsley will be asked and Colin billed.

**Action:** Phil/SallyAnn

* 1. Double doors: measured and ordered to be fitted in November. Cost is £2500 plus VAT
	2. Hall sign/noticeboard: Tim’s design fits and will be installed for free
1. **Defibrillator:** see 5c above
2. **Screen on the Green:** Michael has organised for 4 hearing loop signs to be displayed in the hall. Numbers have dropped a little. The planning group will be working on a spring/summer programme. Michael wondered if we should switch to an individual licence which would allow us to advertise.
3. **Maintenance of garden**: deferred until next meeting
4. **Lottery**: there are currently 48 members. There will be an advert in the next Stoker magazine to encourage new members.
5. **Event feedback:**
	1. Quiz: an excellent evening. There was a discussion about the level and range of questions to suit all ages and abilities.
	2. Ukele and Choir: another excellent event
6. **Future events:**
	1. **Christmas Lights Switch-on (7 Dec):** Ben and Steve have offered to provide and put up lights in the tree outside the hall. SallyAnn will decorate the tree.

Need to ask Rachel and Simon to bring the plunger

Action: Phil

Agreed to provide mince pies and mulled wine

Action: Phil to liaise with Rachel and Simon

* 1. **New Villagers Get Together with Cheese and Wine**: Friday 15 Feb 2019. It was agreed that it would be good to invite village organisations including the Church, Stoker, Lottery, Screen on the Green, Coffee Morning.
	2. **Spring Quiz:** 9 March 2019
1. **Date of next meeting:** 10 January 2019

Meeting closed at 8.45pm