

WEST HARPTREE MEMORIAL HALL

CHARITY NO: 1061222

MINUTES OF MEETING HELD ON 8th AUGUST 2022 AT 7.30pm IN THE HALL

Present:

Chairperson: Ginny Ireland

Vice Chairperson: TBA

Secretary: Sue Jory

Treasurer: Bill Jory

Members: Fiona Rochford, Rick Zurburg.

Minutes: Sue Jory

In June 2022 Simon and Karen McCombe resigned from the Committee. The existing committee would like to thank them for all their hard work and support over the last few years.

Prior to the meeting a draft document, prepared by Fiona, was sent round to the committee members. It was to give each member guidelines for their role, asking for thoughts and suggestions. At the meeting, it was agreed to be a good initiative and with only a few amendments, it will be used to help existing and prospective committee members.

Agenda:

1. **Apologies for Absence:** Hannah and Sandra Colton, Michael Parsons

2. **Minutes of the Previous Meeting were agreed as correct.**

3. **Matters Arising:**

Action: Ginny to contact Simon to discuss Constitution.
Start to plan West Fest at September's meeting.

4. **Chairperson's report:** Chair welcomed all existing committee members to meeting. New hall cleaner, Tracy Price, seems to be very efficient and happy to clean twice a week. Ginny will provide Sue with dates for hall renewals eg Fire Extinguisher testing, Hall Insurance and Certificate which should be displayed, Public Liability, Pat testing etc. Ginny will also reproduce and laminate notices for bins in toilets and kitchen.

Secretary's Report: As Sue takes the Minutes, the members suggested that in order to focus on ongoing items, there should be an Action list at the end of the Minutes so that at the next meeting we can focus on these projects.

Treasurer's Report: Bill cannot access the bank account until approval has been granted. Karen still to have access as a back-up until all transition has been sorted out. Hannah still has access. It was agreed that Bill will manage the gas and electricity accounts. The gas contract is fixed until November 2023. The electricity goes to December 2022.

ACTION: Bill to contact British Gas to ask about removing the upstairs electric meter and just have the one downstairs, instead of paying two standing charges which we do at the moment.

Bill reported on monies to date in the current account, 100 club and business reserve account and also the payment from Tesco's earlier in the year.

Bookings: Fiona has negotiated with the Circuits trainer for a payment extension until the end of August when he will pay the outstanding amount. The committee agreed with this. From September onwards, payment will be weekly.

Invoices - Still to be sorted how Bill and Fiona will organise this.

Golden Wedding Party - 1st October - Wendy is putting money behind the bar and providing drink, food and Prosecco for guests. Rick to liaise with Geoff to decide on bar drinks, and to ask Simon if he could help with the bar.

ACTION: Fiona to send Wendy an email about party. Find details regarding the invoice about wedding in October 2023, payment received.

5. **Mobile Phone:** It was decided that we will discuss at a later date.

6. **Radiator in hall:** Rick to contact his contact to get estimate for fixing radiator and painting stairs.

7. **Defibrillator in hall:** The committee agreed to have one put up outside hall. Ginny happy to do regular checks. PCC to buy.

8. **Tree:** A hornbeam will be purchased to be planted in October/November in the Recreation Ground. Ginny to source.

9. **17th September - Book Cafe:** Ginny will contact stall holders.

10. **19th November Bingo:** Will discuss next month. Sue to contact Karen.

Next Meeting: 5th September 2022 in the hall at 7.30pm