

# WEST HARPTREE MEMORIAL HALL

## CHARITY NO: 1061222

### MINUTES OF MEETING HELD ON MONDAY 21st NOVEMBER AT 7.30pm IN THE HALL

#### **Present:**

Chairperson: Ginny Ireland

Vice Chairperson: Hannah Colton

Secretary: Sue Jory

Treasurer: Bill Jory

Members: Fiona Rochford, Rick Zurburg, Sandra Colton

Paul Hutton, Trustee/Parish Council

Martin Chiffers, Publicity

Viv Clavey was welcomed by the Chairperson to the meeting and proposed by Ginny and seconded by Hannah that she join the Committee as Entertainment Co-ordinator.

#### **Agenda:**

1. **Matters Arising:** **Bingo:** All agreed that the Bingo event last Saturday was a success. So much so that there was a request to have another one at Easter. We made a profit in the region of £350. Monies still to be accounted for.

**Bar:** The Square records both cash and card transactions, as well as listing what drinks were sold. Very useful for reference to future re-stocking of bar. Rick suggests that best to run down existing stock and in future only stock drinks that are popular. Much discussion was held on how we should handle hall bookings that want to use the bar. It was agreed that we would have a set charge of £40 for all events regardless of hours. However, a wedding or all day events would be different and may incur additional charge eg £10 an hour. Ginny and Hannah will do on-line licensing course.

Paul suggested good idea to go to drink distributors to sponsor events in the hall, he suggested Thatchers as a good, local producer to approach.

2. **Advertising:** Ginny thanked Martin for his artwork for Bingo and the Christmas Fair, which went out on social media. We all agreed that we must advertise our events as soon as possible. We could have an outside cabinet noticeboard with forthcoming events for people coming to the hall and also a banner that could be tied up on the railings outside to advertise our events, plus circulating leaflets and A3 posters. Martin to look into feasibility and cost.

3. **Activities:** Viv suggested the film Fishermen's Friends 2 to show in the hall. With the help from Tesco's, we should be able to know how to run the projector etc and hopefully start up cinema again.

4. **Hall Insurance:** The hall is insured with Norris and Fisher and is due on 23rd February 2023.
  
5. **Defibrillator:** PCC will provide defibrillator. Clive Setter, the co-ordinator, will contact Ginny when available. Will need an electrician to fit and attach to outside wall.
  
6. **Maintenance - List of jobs to be done:** Fiona has created a list of all the jobs that need to be done in the hall. It was given to Hannah as Maintenance Co-ordinator, who will contact necessary people and liaise with committee members. At the moment, Hannah has contact who is trying to source keys for the windows.
  
7. **Advice:** Rick has passed a document to Bill from ACRE in connection with advice on energy use this winter.
  
8. **PCC:** Paul pointed out that the hall is owned by the PCC and in the past they have given monies to support the running of the hall. This, however, will not continue and Paul suggested to the PCC that a nominal amount should just be put aside for any major disaster should it happen. The committee thanked Paul for his suggestion and agreed good to have. Paul will be stepping down from PCC in May 2023.
  
9. **Christmas Fair:** Three tables have booked for 10th December. Cakes, tables and books downstairs; upstairs Father Christmas and children's activities. Decorate hall on 9th December.

Next Committee Meeting: Monday 9th January 2023 at 7.30pm.

**Action:** Hannah - maintenance: electrician and window keys update

Ginny - Defibrillator update; and Martin Chiffers update - banner for outside

Sue - hall insurance new quote for 2023