

# WEST HARPTREE MEMORIAL HALL

## CHARITY NO: 1061222

### MINUTES OF MEETING HELD ON 6th DECEMBER 2021 AT 7.30pm IN THE HALL

#### **Present:**

Chairperson: Ginny Ireland

Vice Chairperson: TBA

Secretary: Sue Jory

Treasurer: Karen McCombe

Members: Bill Jory, Simon McCombe, Hannah Colton, Sandra Colton, Debbie

Rushworth, Fiona Rochford

Paul Hutton, Trustee/Parish Council

#### **Agenda:**

1. **Apologies for Absence:** Karen McCombe, Rick Zurburg
2. **Minutes of the previous meeting** were agreed as correct.
3. **Matters Arising:** no matters arising but the Committee were pleased to welcome Michael Parsons as a new member. Proposed by Ginny and seconded by Sue.
4. **Santa's Sleigh:** Debbie distributed detailed information to members involved in the sleigh ride for 10th and 11th December. Forecast to date is fine for Friday but could rain on Saturday so will be cancelled. Bill volunteered to be the driver for Saturday, weather permitting.
5. **18th December - Christmas Craft Market & Santa's Grotto:** Work is going well on the Grotto but will require help on day before, ie **Friday 17th December** to set up tables, books, etc both in hall and upstairs. This will be in the evening and members will be informed as to the time required. Mulled wine will be served on Saturday - Simon to source.
6. **More tables:** It was agreed that two more 6 foot tables would be purchased.
7. **Sound Absorbers:** After discussion it was agreed that we would distribute a questionnaire to ask people attending the Craft Fair about the noise in the hall. This would be done at the next Craft Fair after Christmas.
8. **Jubilee:** The Committee decided that we would discuss arrangements for the Jubilee at the next Committee meeting after Christmas ie January.
9. **Bookings:** When bookings follow from one to another, causing parking and other issues, the committee decided that for future bookings a margin of 15 minutes would be a good idea.

10. **PA system:** Simon had a quote for £2,688 - projector, screen including 2 speakers for upstairs. Fiona has sourced a portable projector. Simon to look at blue tooth system with an output for upstairs.

11. **Post on FB:** Simon will post on FB a tag of @TNL Community Fund to thank them for funding our projects on 7th December.

12. **Memorial Plaque:** After discussion, it was decided that we would look at the original plaque and see how it can be displayed or if too big, we can look into making a smaller one with same information.

13. **Any other business;** Congratulations and thanks to all involved in the Christmas Bingo on 4th December. A tremendous effort and £750 was raised.

**Coat Racks:** Simon and Bill will put up on Thursday evening.

**100 Club:** As the next draw will be December, it was agreed that an extra 4 prizes of £25 will be given to participants, as well as the usual £100, £60 and £40.

**Complaints Procedure:** After discussion it was agreed that we need to review the way complaints should be handled. This will probably involve the relevant parties contacting the secretary in writing, who will then respond on behalf of the committee. The full details of this still need to be worked out.

Fiona suggested that we purchased a mobile phone with a dedicated number which would be shared amongst the committee and would be 'the go-to phone number' for people to contact on specific events eg Ginny would have it when organising Craft Fair. Full details still need to be worked out.

**Cinema:** It was decided that we would run the cinema every other month, starting in February with the film 'Judy'. Bill happy to be Simon's 'deputy'.

**Craft Fair:** Ginny happy to organise Fair (plus the Jubilee) and it was decided that it would be run four times a year: Christmas, Easter, July and September. It was also suggested that we should advertise forthcoming events inside the hall. Location to be decided.

**ACRE Guidance:** Simon has received latest guidance for Covid from ACRE. It was brought to the committee's attention that only one window in the hall can be opened. Members will try their own window lock keys to see whether they will open the windows.

Concern was expressed regarding the misuse of the hall by the jujitsu group. It was agreed that a written warning will be sent to them.

Next meeting: Monday 10th January 2022 at 7.30pm in the Hall.