

WEST HARPTREE MEMORIAL HALL

CHARITY NO: 1061222

Minutes of meeting held on 9th May 2022 at 7.30pm at the hall

Present:

Chairperson: Ginny Ireland

Vice Chairperson: TBA

Treasurer: Karen McCombe

Members: Hannah Colton, Sandra Colton, Rick Zurburg, Michael Parsons, Simon McCombe, Fiona Rochford

Minutes: Fiona Rochford

Agenda:

1. **Apologies for Absence:** Sue and Bill Jory
2. **Minutes of the Previous Meeting were agreed as correct.**
3. **Matters Arising:** None
4. **Extra tables upstairs**

The few tables we have currently upstairs can't be folded and stacked. Committee regularly need to carry more tables up and down stairs for various bookings. All agreed we will try to sell existing and purchase new foldable and stackable tables to keep permanently upstairs.

Action:

- Karen and Simon to post existing for sale on Facebook.
- Simon to purchase x6 folding tables 5ft x 2 ½ ft

5. **Picking up marquee poles.**

Poles currently in Simon's Dad's garage and need collecting. Agreed they should be stored permanently on top of cupboards upstairs. Over 2m long..

Action:

- Simon will check exact length in a couple of weeks and liaise with Mike who thinks he can arrange transport in minibus

6. **Any other Business**

- Hutton's have reported that the Venturers were climbing over roof at back of hall last Friday.

Action - Sue to be asked to write an email to Hazel warning of dangers , potential cost for any repairs and the need for adequate supervision. (NB Sue may be away for a while – FR on holiday for 2 weeks otherwise I'd offer - should someone else do it)?

- Small children are using upstairs room whilst Ukrainian English classes taking place on Mondays. Need to ensure that there is a safety gate in place and that the group are health and safety aware. Discussion about whether the existing (old) door gate can be cut down.

Action – Karen will liaise with Geoff and ask him to arrange for the gate to be cut down to fit as needed.

- Matt has not settled up for the last 2 invoices. Karen has asked him to get in touch to negotiate and is still waiting for him to reply.

Action - Karen will email again saying that he needs to settle by end of week otherwise we will need to take further action. If no response to this email, Ginny will then come up for face to face meeting. when he is next using the building. She will re-iterate that will need to be paid by beginning of the month, each month from now on.

- Luke electrician unable to get into loft because evidence that mice and rats/urine. Discussion about action – non conclusive.....
- Food waste being left in bin in loos. Need a note reminding people to only use loo bins for non food waste.

Action – Agreed we need a sign. No decision on who will action

- Agreed we should have a standard regular insert into the parish news. Signpost to the website.

Action – Rick will action. Deadline end of this week.

Date of next meeting – Monday June 6th 2022 - 7.30pm.