

WEST HARPTREE MEMORIAL HALL

CHARITY NO: 1061222

MINUTES OF MEETING HELD ON 2nd NOVEMBER AT 7.30pm IN THE HALL

Present:

Chairperson: Ginny Ireland

Vice Chairperson: TBA

Secretary: Sue Jory

Treasurer: Bill Jory

Members: Sandra Colton, Hannah Colton, Rick Zurburg

Guest: Viv

Paul Hutton, Trustee/Parish Council

Agenda:

1. **Apologies for Absence:** Fiona Rochford

2. **Bingo:**
 - a) To date no tickets had been sold on line, so Hannah said she would produce some fliers and posters to distribute around the village in the week and also advertise on social media again.
 - b) Committee and Viv will meet on 19th November at 12 noon to set up hall.
 - c) Viv has all the prizes, raffle prizes, mince pies, biscuits, tea/coffee/milk.
 - d) Ginny has all the tickets, dabbers, raffle tickets, etc.
 - e) We will use existing table clothes and have small pots with lights to decorate tables.
 - f) Doors open at 6pm; Start 7.00pm. Do three pages out of book; Half an hour break; First Flier (money prize); Three pages out of book; Second Flier (turkey dinner). Break - quarter of an hour and then raffle.
 - g) Bingo books: £8.00 each; Fliers £2 each. Two people on door. Raffle: £1 a strip
 - h) White Rose donated voucher for raffle; Judy Bowden will donate a hamper for the raffle; and Solo will also provide a voucher for the raffle.
 - i) Bill will do the 'calling', Ginny and Viv will do the checking & prizes.
 - j) Simon will help out in the Bar together with Rick.

3. **Bar schedule and Authorised Service:** The Bar will be used for:

19th November - Bingo from 6pm to 11pm
20th November - Christening Party from 3pm - 8pm (30 people)
25th November - Party from 5pm - 12pm (45/50 people)
3rd December - Church from 6pm - 10pm
14th December - 30 people

After discussion it was agreed that if the hall is hired and the hirer requires the bar, we will charge an additional £10 an hour. Ginny requested that we address charges for hiring the hall and bar in more detail at the committee meeting after the AGM. Paul also suggested that we include damage to the hall whilst it's being used, again we will talk about this on the 21st November. Also, we discussed authorising personnel to serve at the bar and Ginny and Hannah happy to go through procedure to ensure proper licensing.

4. **Any Other Business:** Rick showed us a useful tool to help close the tables and it was agreed that we would purchase two at £11.95 each.

Rick suggested that we could hold a wine and cheese evening sometime in the future as a fund raiser.

Rick also suggested that the dishwasher should receive cleaning fluid and necessary stuff in order to function properly. He would add a cleaning solution as it is quite dirty at the moment.

Paul pointed out a possible leak in the disabled toilet but this was after extremely heavy rain. We will monitor it.

Meeting finished at 9.00pm.