

WEST HARPTREE MEMORIAL HALL
CHARITY NO: 1061222

MINUTES OF MEETING HELD ON 6 JANUARY 2020 AT 7.30pm

Present:

Chairperson: G Ireland

Vice Chairperson: TBA

Secretary: S Jory

Treasurer: K McCombe

Members: R Zurburg; B Jory (100 Club); H Colton; L Pascoe; S McCombe;

Paul Hutton, Trustee/Parish Council;

Agenda:

1. Apologies for Absence:

Sandra Colton; Simon Poyntz

The Committee welcomed L Pascoe and S Jory onto the Committee

2. Matters Arising:

• **100 Club Update/Promotional**

• **Welcome Pack:**

• Rick will update pack and distribute them around the new development in Dilly Meadows.

• **100 Club Membership**

Bill reported that the membership was looking good and that he had had three new members join the scheme this month.

• **Bookings:**

• **Hall Insurance**

Renewal due soon, Simon agreed to look at renewal document.

• **Future Events:**

• **Screen and Reel:**

• The Committee decided to reduce the price from £5 adult and £3.50 child, to £3 and £2 for forthcoming films.

• **West Fest** – to be discussed next month.

V E Day – to be discussed next month.

• **Community:**

• **Constitution**

• Minutes of meetings held, plus Licence and other important documents will be kept in file in Hall for public information.

• **Health and Safety:**

• **Risk Assessment Form**

• After discussion it was agreed to add that we recommend to hirers' a maximum of 100 people in the Main Hall and maximum of 50 people upstairs.

• **Cleaning**

• Ideally, the Hall should be swept after each use. A brush, plus dustpan and brush will be left where they can be easily reached and used. The Hall is cleaned weekly on a Thursday.

• **Fire Extinguishers**

- These need to updated/replaced in the next 3 months.
- **Fundraising/Lotteries/Grants**
- Lottery Bid
- Still waiting for quotes for plumbing in the upstairs area.

Date of next Memorial Hall Meeting: 3 February at 7.30pm

Notes:

Agenda items to be submitted to the Secretary 1 week prior to the meeting.