

WEST HARPTREE MEMORIAL HALL

CHARITY NO: 1061222

MINUTES OF MEETING HELD ON 2ND NOVEMBER 2020

Present:

Chairperson: Ginny Ireland

Vice Chairperson: TBA

Secretary: Sue Jory

Treasurer: Karen McCombe

Members: Simon McCombe, Hannah Cotton, Sandra Cotton, Rick Zurburg, Bill Jory, Paul Hutton

Agenda:

1. **Apologies for Absence:** Lisa Pascoe

2. **Matters Arising**

Karen reported that £400 for the marquee has come through, which will be a huge asset to the village for functions etc.

Bookings

After discussion, it was decided that as the Yoga instructor has been using the Hall for three sessions a week on a regular basis, we would let her have a key. This would be after lockdown.

It was suggested that Simon could look into the possibility of a Key Safe but would have to check on Insurance situation.

At the end of our meeting, it was decided that a letter from the Committee, signed by Ginny, would be sent to the Dance lady requesting payment of outstanding hall fees and also to return her key within a certain period.

3. **Store Cupboard**

The cupboard needs to be cleared out, treated for damp and mould, painted and strong shelving put up to house all necessary items. Paul mentioned that some skirting would be a good thing to have. Two quotes to be obtained. The sound/computer box should be moved to a more suitable position, ie above the door or higher up or on the opposite wall. This would have to be carried out by a specialist - Simon to contact person.

4. **Toilet Renovation**

It was decided that we would concentrate on the men's toilet first. Simon and Bill will source a builder and liaise with them to view toilet after lockdown. Hannah will also contact her builder. The brief is to ask builders for their suggestions/ideas on how best to tackle the renovation.

5. **Lockdown Arrangements**

Lockdown starts 5th November and ends 2nd December. Message has gone on website about hall closure during this time and cancellation of films. Ginny happy to go up to run taps and flush toilets during lockdown. Will keep heating ticking over at about 10 /11 degrees. Bill to monitor.

6. **Any other Business**

The Committee all agreed that the air quality in the hall has improved thanks to the new machine as recommended by Rick.

Simon suggested that as our Hall is a Memorial Hall, we should have something to acknowledge the two World Wars ie a flag tied outside on railings. Perhaps, too late to source this year but good suggestion for next year.

Next Meeting: By zoom on Monday 7th December 2020 at 7.30pm.