

WEST HARPTREE MEMORIAL HALL

CHARITY NO: 1061222

MINUTES OF MEETING HELD ON 3rd OCTOBER 2022 AT 7.30pm IN THE HALL

Present:

Chairperson: Ginny Ireland

Vice Chairperson: TBA

Secretary: Sue Jory

Treasurer: Bill Jory

Members: Fiona Rochford, Rick Zurburg, Hannah Colton, Sandra Colton

Agenda:

1. **Minutes of Previous Meeting:** were agreed and signed by Chairperson
2. **Matters Arising:** Ginny discussed the Constitution with the Committee and all agreed with it. Risk Assessment, Health and Safety, Insurance and Music Licence to come under Secretary's responsibility to monitor & keep track of dates, etc.
ACTION: Sue to contact person to do PAT testing. Ginny outlined the necessary requirements for the AGM on Monday 21 November at 7.00pm in the Hall.

WEST FEST: Despite the FaceBook post and other publicity, no one has come forward to help with the organisation of the event. Therefore, the committee decided to cancel the project.

THE SQUARE: Simon kindly showed Rick and Bill how to use the Square and it was used at a recent event.

PAINTING OF STAIRS: Paul Burgess is happy to paint the stairs and fix the loose radiators in the hall. The cleaner, Tracy, said that her husband was quite happy to do small jobs in the hall.
ACTION: Bill to make contact and ask if he is happy to fix the men's toilet sliding door; the ladies toilet door and also the upstairs windowsill.

BINGO: We had a successful Bingo meeting with Viv, Ginny, Bill, Sue and Fiona. Viv happy to supply prizes, tea/coffee/milk/mince pies and biscuits. We will need to purchase Bingo cards, dabbers, etc and contact local businesses to donate raffle prizes. Martin has kindly designed a poster to advertise the event. Fiona created a web page to pay on line (£8 a book), pay at door for raffle and fliers (£2 each). **ACTION:** We need to organise a Bingo caller.

3. **Instruction Booklet:** It has been suggested that we need to record "how to do things" so that we can pass this information on to whoever takes over that particular job. If we each type up instructions, and store that information on computer, it can be recalled/used at later date.

4. **Laminated Signs:** Ginny will do signs: please do not touch thermostats on radiator; please take dirty nappies home; please take your rubbish home; if you want to adjust heating, please phone (Fiona's mobile no).
5. **Christmas event and book fair:** 10th December from 11am to 2pm. **ACTION:** contact stall holders £5 a table and advertise on FaceBook
6. **Defibrillator:** Parish Council have ordered one; Clive Setter will give training and Ginny will do the maintenance.
7. **Queen's Canopy:** It was decided that a Hornbeam would be suitable for the Recreation Ground. Ginny will organise, can be planted between now and March. PC will get a bench with a plaque for area as well.
8. **Premises Licence:** **ACTION:** Ginny will contact BANES to find out what we have to pay.
9. **Music Licence:** payment is due March 2023.
10. **Fire Extinguishers:** Due to be tested on June 2023
11. **Meters:** Discussed on-going costs with electricity charges and standing charges.
12. **Donation:** Wendy Evans kindly donated £100 after her event on 1st October.
13. **Fridge:** Fridge behind the hall needs to be removed. **ACTION:** Bill/Sue to ring BANES.

Date for next meeting: 21st November 2022: AGM: 7.00pm
Committee Meeting: 7.30pm

ACTION LIST FOR NOVEMBER'S MEETING:

1. Sue to organise electrical testing of appliances as last time was two year's ago..
2. Bill to contact person to fix toilet doors and paint windowsill
3. Contact local organisations to donate raffle prizes for Bingo.
4. Organise Bingo caller
5. Contact stall holders for Christmas Fair
6. Ginny to buy Hornbeam for recreation ground
7. Ginny to contact BANES re premises licence
8. Bill/Sue to contact BANES to remove fridge.