

Chartham Village Hall Management Committee	
Minutes of the Meeting held on Monday 15th March 2010	
	Present: Tom Tucker-Smyth, Brian Hood, Dylan Tomkins, Sue Farris, Steve Dungay, Ann Dawes, Paul Hornibrook, Sandra Cook.
Agenda	
1.	Apologies for Absence
2.	Minutes of the Meeting held on 15th March 2010
3.	Matters Arising not specified as item on the Agenda
4.	Building/Maintenance Matters
5.	Finance Update
6.	100 Club
7.	Health & Safety Matters
8.	Current Bookings/Hirers Complaints
9.	Updates from working groups
10.	Any Other Business
11.	Date of Next Meeting
1.	Apologies for Absence
1.1	Apologies received from Lee Marsh, Ray Clark, Paul Mathew, Martin Cook
2.	Minutes of the Meeting held on 15th March 2010
2.1	Minutes agreed.
3.	Matters Arising not specified as item on the Agenda
3.1	Canterbury City Council has agreed that the kitchen and lounge areas of the hall can be used by another hirer whilst the hall is in use as a Polling Station on 6 th May.
3.2	There has been no response to the letter sent to the hirer who caused damage to the lounge door during the booking in February.
3.3	It has been agreed that Ecoscan will supply paper hand towels for the kitchen and toilets.
3.4	Further information has been received in respect of actions needed to be taken to achieve the ACRE Hallmark standard. These include ensuring all electrical equipment brought into the hall by hirers has been PAT tested and that hirers serving refreshments have the necessary health & hygiene certification displayed.
4.	Building/Maintenance Matters
4.1	Work on solving the problems with the boiler has been delayed whilst the plans for the layout of the gas pipes are located.
4.2	The outside sluice sink is now in place.
4.3	The replacement for the damaged door in the lounge is due to be fitted on 29 th April.
4.4	It was agreed that the blinds on the doors between the meeting room and the main hall need replacing. A quote for blinds that fit in the panels of the door will be obtained.
4.5	Following another flood from the taps in the toilets, it was agreed to obtain a quote for new taps and sinks with an overflow.
4.6	There have been several incidents of the fire alarm being activated in the changing rooms and it was felt that on some of these occasions the steam from the shower in the Referee's changing room may be the cause. The possibility of installing an extractor fan will be investigated.

4.7	A sign is required to notify hirers that there are baby changing facilities in the disabled toilet.
5.	Finance Update
5.1	The finance report for March Income for month - £2399.70 Outgoings for month - £1326.58 Balance of accounts as at 31/03/10 - £25051.87 The accounts for the year end of 31/03/10 will now be completed. A quick comparison with the balance as at 1/4/09 shows an increase of approx. £3400.
6.	100 Club
6.1	The draw for March took place, first prize no.26 Hilda Beasley, second prize no.74 Tom Tucker – Smyth.
7.	Health & Safety Matters
7.1	There have been no incidents recorded this month.
8.	Current Bookings/Hirers Complaints
8.1	The Youth Pilgrimage has requested the use of the hall again next year and would like to store their equipment during the day. It was agreed that we would charge a total of £150 for the hire. The insurance policy is to be checked to ensure we are covered for overnight bookings.
8.2	All hirers who had booked prior to the new rates being introduced are now to be advised of the change in their hiring costs.
8.3	It was agreed that further advertising of the change in rates needed to be published.
9.	Updates from Working Groups
	No further progress as yet
10.	Any Other Business
10.1	Compensation of £51 was received from LloydsTSB in respect of the complaint lodged regarding the inefficiencies in opening the bank account. This will be used to help fund the event on 25 th July
10.2	Consideration was given to the idea of employing someone to deal with the locking up of the hall.
11.	Date of Next Meeting
11.1	Monday 17 th May 7.00pm