

# Barsham & Houghton Village Hall Committee

## Meeting Minutes

Monday 20 March 2023 at 7pm

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Those present: Andrew Ross, Grace Howlett, Jodie Bond and James Goodley.

### 1. **Welcome by the Chairman and consider any apologies for absence**

The Chairman welcomed all those present.

Apologies received from Stuart Laws, Robert Fletcher and Frank Chapman. Apologies accepted.

### 2. **To approve minutes of meeting held on the 16 January 2023**

Mrs Howlett recalled that item 6.2 should read 'As this was a safety and security breach the Chairman and Treasurer agreed to a temporary repair and replacement, which was actioned by a regular hall user'. The minutes will be amended and approved at the next meeting.

### 3. **To consider a new member to join the committee**

Mrs Howlett suggested inviting some local residents that have shown interest in joining in the past. All agreed this would be a good idea. Mr Goodley agreed to make contact with the residents and invite them to our next meeting. The Secretary also suggested inviting Miss Amy to join the committee...all agreed. Mr Goodley will also speak to Miss Amy on this matter.

### 4. **Receive report from the Treasurer & discuss financial matters**

Financial report was circulated to members. The electricity bills are still fluctuating but the reserves are healthy.

#### 4.1 To review the current rent and day hire fees

Following discussion, it was agreed to maintain the hourly rate at £10 per hour, £50 for half day hire and £100 for full day hire.

### 5. **Village hall bookings & events**

The recent hirer has not rebooked the hall, therefore the £50 refundable deposit will be returned. Cllr Howlett reminded members that the hall should be left tidy and cleared away after every use. This will be monitored.

#### 5.1 Confirm use of hall for polling station or the 2023 elections on 4<sup>th</sup> May

Mrs Howlett has returned the booking form to NNDC and confirmed that the hall will be available for the local elections in May. This has also been confirmed with 1<sup>st</sup> Academy of Dance. Mr Ross agreed to unlock the hall in the morning.

**6. Discuss and agree any maintenance work required**

Following a recent visual check of the hall Mrs Howlett would like to check that the smoke/Co2 alarms are fitted. Steward Safety check the hall annually to ensure it meets the legal requirements, however Mr Goodley also agreed to check this. Thanks, given.

Mrs Howlett had contacted the roofing contractor as a piece of the guttering had dipped, and likely needs an extra bracket. The contractor agreed to come and rectify the issue; however, it is unclear whether they have yet been.

Some of the skirting board in the hall is damp which may need some attention, possibly fitting an air brick would allow better air flow. Also, the gravel from the front drive is being pushed onto the road surface which may cause chips to car windscreens. It was agreed that these items will be monitored.

Mrs Howlett went on to advise that the insurance policy raises the awareness of trees growing close to the building and there are trees and hedges growing on both sides of the hall. Agreed that the secretary will compose a letter to the neighbouring property advising them that the hedges will be lopped to approx. 6ft high for safety reasons by a qualified professional, with no obligation to contribute financially, and to obtain their consent. Mr Goodley agreed to organise the tree surgeon to carry out the work.

Mr Ross re-fixed the flood light to the rear of the hall following a request from a regular hall user. Thanks, given to all.

**7. Consider any correspondence**

NNDC letter regarding chargeable waste and recycling.

**8. AOB**

Mrs Howlett noted that there are lots of things being organised in Walsingham for the Royal Coronation. It was therefore agreed that no event will be arranged at the Village Hall on this occasion.

8.1 To note where to take donations of unwanted spectacles to be recycled.

Mrs Howlett informed members that Specsavers in Fakenham will take old spectacles, there is a box just inside the door.

With there being no further business, the Chairman closed the meeting at 7.39pm.

Signed:.....Date: .....