

Barsham & Houghton Village Hall Committee

Meeting Minutes

Monday 16 January 2023 at 7pm

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

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

The Chairman welcomed all those present.

Apologies received from Laurence Elliott, Robert Fletcher, Stuart Laws. Apologies accepted.

2. To approve minutes of meeting held on the 21 November 2022

The minutes were approved without amendment and signed by the Chairman on behalf of the Committee as a correct record.

3. To consider a new member to join the committee

This item will be deferred until the next meeting.

4. Receive report from the Treasurer & discuss financial matters

Financial report was circulated to members. The closing balance at 31.12.22 is £18699.30.

It was noted that the electricity bills have fluctuated considerably over recent months, but it was agreed that this is likely to rectify itself in due course.

4.1 To review the current rent

Following discussion, it was agreed that Mrs Howlett will bring per month costings to review at the next meeting and agree whether an increase is necessary.

5. Village hall bookings & events

It had been reported that one recent hall user had left the hall in a bit of a mess.

This has been followed up by members of the committee. It was agreed that the recent hall user would be able to re-hire the hall subject to videoing it upon their departure, as they kindly agreed to do, and this will be monitored.

It was also agreed that other users should still be able to use the hall, however the rules must be reiterated to hirers that it must be left in a clean and tidy state.

NNDC have sent a booking request to use the hall on 4th May for the polling station. Mrs Howlett will complete the form and return.

6. Discuss and agree any maintenance work required

It was reported that the internal painting of the hall will be carried out during the Easter holiday when the weather is drier and milder. All AGREED.

6.1 Discuss mould on the wall in the Gents toilet

Mrs Howlett reported that the system overflow pipe has come loose and is swaying from the ceiling down the wall. There is no water coming out but since the work was carried out to repair the wall, the air flow has now ceased and it is believed this is why there is now mould showing. All AGREED this needs

to be actioned. It was suggested that a grill on the bottom of the door would allow sufficient air flow through to clear the mould. It was agreed to discuss the application of damp proof paint and other options with the decorator at Easter.

6.2 Agree repair to the large broken window, caused by a pheasant.

A hall user had reported that the window had been broken by a pheasant. As this was a safety and security breach the chairman and treasurer organised a temporary repair and actioned its replacement. The repair work will go through the insurance company due to the costs involved, with just the £100 excess to pay. All AGREED with this action and thanks were given.

7. Consider any correspondence

See item 5.

8. AOB

With there being no further business, the Chairman closed the meeting at 7.30pm.

Signed:.....Date: