

## PAUNTLEY VILLAGE HALL COMMITTEE

### Notes of a meeting held on Monday 15 April 2013 at Pauntley Village Hall

**Present:** Brenda Bainbridge (Chair)                      Rodney Gosling  
               Lesley Harding (Treasurer)                     Anne Rawson  
               Nick Fowke     Maurice Elton  
               Chris Philipps     John Stallard  
               John Mullinger     Beryl Elton

Apologies for absence were received from Clare Shepherd.

**1. To discuss the arrangements for the Real Ale Festival with members of the committee**

A piece of the fencing will be temporarily removed to allow the band to bring in their equipment during the day.

Andy confirmed that a First Aider will be available on the day.

Lesley will give the keys to Patricia during week commencing 27 May.

**2. To approve the minutes of the meeting held on Monday 4 February 2013 and the extraordinary meeting held on Monday 25 February 2013.**

The minutes were approved.

**2. To deal with any matters arising from the minutes**

The paving slabs will be laid round the village hall in the spring.

The insurers confirm that the water at the hall does not need to be turned off inbetween bookings.

Brenda has written to ThermEco regarding the damp patch on the wall in the gents and is awaiting a response.

**3. To receive and approve the accounts for the Village Hall for 2012-2013**

The accounts were received and approved. Lesley will ask Geoff Thompson if he is willing to act as internal auditor again. The accounts will be presented to the Parish Council as Sole Trustee at their AGM in May.

**4. To consider the draft budget for 2013-2014**

The draft budget was approved. A possible increase in hall hire fees will be discussed following the refurbishment of the toilets. Lesley will investigate local hall hire rates.

**5. To consider the draft Financial Policy for the Village Hall and to make recommendations on this to the Parish Council as Sole Trustee**

The draft Financial Policy was discussed and it was agreed to set the limit that the

## Actions

ME

JM/JS

BB

LH

LH

<p>Village Hall Committee can spend without prior agreement from the Parish Council at £250.00. The policy will be presented to the Parish Council as Sole Trustee at their AGM in May.</p>	
<p><b>6. To approve the payment of expenses for the Treasurer of £23.79 (enclosed) and to the Chair of £42.73</b></p> <p>These expenses were approved.</p>	
<p><b>7. To approve the payment of £15.00 for the advertisement in the parish magazine and to consider any changes required to the wording</b></p> <p>It was agreed to retain the current wording of the advertisement. It was suggested that a larger advertisement, with a picture or drawing, would make the advertisement more prominent. In view of the short timescales for response it was agreed to reconsider this during the year.</p>	
<p><b>8. To consider and approve the draft Fire Safety Policy.</b></p> <p>The draft was considered and approved. It was not felt that special arrangements needed to be made for events such as the Real Ale Festival. A plan of the hall needs to be included, which Nick is currently drawing up.</p>	NF
<p><b>9. To consider maintenance items: moving the water stopcock and purchasing a replacement fluorescent light</b></p> <p>Rodney advised that there was no easy way to move the water stopcock to a more convenient position and it was agreed not to pursue this further at this stage. One of the fluorescent light tubes is no longer working and it is difficult to obtain tubes of this size now. Rodney will investigate.</p>	RG
<p><b>10. To consider any actions from the maintenance diary</b></p> <p>This item will be brought forward to the next meeting.</p>	
<p><b>11. To receive a report on recent events at the Village Hall</b></p> <p>Lesley reported that the Skyfall film evening had made a profit of £173.95, with ticket sales of 45. Anne reported that the recent skittles evening with Upleadon had been a success, with Pauntley winning for the third time in a row. Brenda reported on recent bookings, which continued to be steady. Yoga for the spring term was due to be paid at £132.</p>	
<p><b>12. To discuss future bookings and events at the hall</b></p> <p>Bookings for the next few months include the county council elections, a christening party, the Real Ale Festival and a wedding reception. The summer barbecue will be discussed at the next meeting.</p>	
<p><b>13. To receive and discuss an update on the refurbishment of the toilets and to approve payment of invoices to date</b></p> <p>Rodney reported that the push-button urinal flushes and the new water heater have now</p>	

<p>been installed and the waste pipe from the urinals has been altered. Invoices for these, as per quotes, were approved at £275.00 to CB Home Improvements, £100 for altering the waste pipe and £45 for supplying and installing the new water heater. The electrician needs to return to sign off the water heater. Maurice and Rodney had discussed dry lining and skimming the walls with plaster but it was felt that this would delay the painting and the laying of the flooring. It was agreed to reconsider this at a later date. Rodney will begin the painting and arrange for the flooring to be laid. Rodney was thanked by the committee for co-ordinating this project.</p>	<p>RG</p>
<p><b>14. To discuss future refurbishment priorities</b></p> <p>Refurbishment priorities were discussed. It was agreed to postpone consideration of a new fridge. The shed is no longer waterproof and Maurice will look at whether this can be re-felted or whether a replacement is needed. Nick felt that the ceiling needed attention and there was also discussion of the painting of the internal doors. It was agreed to reconsider these items at the next meeting.</p> <p><b>15. To consider any other business</b></p> <p>There was no other business.</p> <p><b>16. To agree the date of the Annual General Meeting</b></p> <p>This will take place on Monday 13 May at 7.00 p.m.</p>	<p>ME</p>
<p><b>Approved..... Date.....</b></p>	