

## KILVE VILLAGE HALL COMMITTEE

### Minutes of Meeting Held 14 August 2023, 13.30 Village Hall

- 1 Members present: Kath Cook, Frances Mayor, Barry Whitehead, Sheila Collins, Sarah Hayward, Elizabeth Grigg (chair), Claire Heather.  
Apologies for absence from Brian Ward.
- 2 Last meeting minutes signed as correct record.
- 3 Matters arising
- 4 Financial report of Accounts. SC. Robbie Rutt audited and signed off accounts for 2022/23. FIT payments from May 2021 received at last. New six month period for 100 Club begun, remind former members still to join, new ones needed. Open gardens raised £373, to be repeated, perhaps next June. Electricity bill is fixed till January, SC has authority to seek a new 3-year contract, perhaps through Iconic, to provide certainty. New signs are paid for and awaited. Valuation Office letter suggests we are leaseholders, not so; SH will take their letter to check against the deeds.
- 5 Maintenance. BaW, BrW. Accessible toilet; a solution has been agreed with a wheelchair user; BaW will buy a lock for £20 for the outer door; if successful, he will buy another for the other toilet; two alarms and locks would cost £800. EG thanked BaW, **who will go ahead** with this. Painting will not now take place till October. Back door sometimes fails to lock; BaW has tweaked the lock, which is all right for now. SH suggested some heaters should be removed; BaW will consult with Manchips to ascertain whether we can have thermostatic control in the room and whether we can control the system remotely, to turn on the heat before a user needs to start the class/booking. There is no way to open/close the stage curtains from inside the hall, care must be taken to use the pulley, notices are up.
- 6 Bookings. FM. The December wedding booking has been cancelled. Short mat bowls will resume in September; U3A will enquire whether a group can be started in an afternoon. Regular bookings still from Kilve Voices and bridge. The Council has made tentative enquiries for a

meeting but they require 30 parking places; we can't guarantee any and there are fewer than 30 anyway. Scribe Bookings need further work; SC, SH and FM will arrange a meeting, issuing of invoices not yet clear; a way to charge for both rooms together to be sought.

- 7 Events. Cheese and wine and calendar photographs; BaW will fix photos to screens, SH has specified a maximum size, we will issue voting slips. SC will see if the calendars can be landscape, using both sides, picture and dates; Envelopes may be provided, though fewer than calendar number. Barn dance £15; music and ploughmans to start, then dancing; SH will ascertain the price of beer boxes. December food event, cooks still to be decided; SH will check with Spice Boys, or seek others; cash for costs will be provided. Coffee morning 23 December, mince pies and mulled wine. Eugene Brandon will run a quiz in January and bingo in Feb 2024. March, Cri du Canard.
- 8 Reviews. Yearly management procedure, one policy to be discussed each month. Health and Safety, check with BrW. Risk assessment. Fire safety (BaW). First aid (EG to take over from KL). We need to review changes made, the risks of using ladders, ensure emergency cut-offs for water and electricity are known. General risk assessment documents are being put in a wall pocket in the hall. Any dodgy equipment must be reported; we have a booklet for this.
- 9 Parish Council request re support for electric charging point on hall ground, agreed in principle, no cost to us.
- 10 Hard copies of borrowing documents will be readily available in hall.
- 11 Legionella Management, discuss in December. Flushing of taps to be done when BaW and BrW check the lights monthly.
- 12 Donation to Open Gardens, £5 asked, no more needed.
- 13 Coffee Morning and 100 Club. Winners Gill Parsons, Sheila Sharp.
- 14 AOB. 2 Welcome packs distributed, 6 more needed.
- 15 Date of next meeting. Monday 4 September, 13.30. EG thanked the members. Meeting ended 15.30. Emergency cut-offs noted

