

Summers. 17/1

Tackley Village Hall Management Committee

Minutes of the meeting held 13 December 2007

Present: Mr L A Summers (*VChairman*) (LAS); Mrs B Vaughan (*Treasurer*) (BV); Mrs J Farran (*Bookings Clerk*) (JF); Mrs P Rolfe (PR); Mrs J Grimwood (JG); Messrs FJY Howard (FJYH); T Chapple (TC).

The meeting was opened at 18.00 Mr Summers in the Chair.

1) Apologies for absence: Mr G Chambers (*Chairman*) ; Ms V Silverwood, M Ollmen.

2) Minutes of the November meeting:

Two corrections to the Minutes were agreed: (i) Mr Howard's initials are FJYH not as shown.
ii) item 3 i) Auditing of the accounts had been undertaken by Ms R Plucknet, not as stated.

Matters Arising:

item 2/2/2v: Princess Ruby: Mrs Vaughan said that the break even target was ticket sales amounting to £300 and she felt that there would be no problems in reaching that figure. Ms Farran suggested that she had been given a ticket for the Cotswold Wildlife Park and it would make a good prize for a raffle at this event. This and other small prizes was agreed.

Action: JF

A party to meet at 14.00 on 20/12 to set up the hall was organised and also people to be 'front of house' at the event (18.15 meet). Messrs Chapple and Olman would man the bar.

Action: All

item 2/2/2 vi: Village Hall Sign: It was noted that a new and very fine hall sign had been made by Mr Tony Wilson and put up in place of the previous damaged one. Agreed that he should be given a bottle of port in appreciation for this work.

Action: BV

item 2/ 3 i) Mobile Phone Salvage: JF reported that about £100 had, so far been raised through this appeal; she now had an arrangement with a second organisation that was providing better return on the phones, the money going direct to TVH finances.

Action: JF/ BV

item 2/ 3 ii) Business Mail Shot: JF reported that two firm bookings had resulted from 100 mail shots, one from the Women's Institute for a 'compost workshop' in January/ February and a second from Michael Watts. Thanks were expressed to JF for organising this.

item 3 iii) Gus Night: Final accounts were not yet available but the Treasurer reckoned on a profit of about £500 from this event. It was generally agreed that it had been very successful.

item 4 i) Mrs Rolfe was thanked for having cleaned the cooker. The malodorous smell had now gone.

3) Financial Report: The Treasurer circulated a written report. She noted that during 2007 nearly £19,000 had been taken which had funded several new items of equipment and also a payment of £1000 towards loan reduction. An additional encouraging point was that by next March the repayment to Powergen would be complete.

4) Coming Events: i) **Safari Dinner:** JF suggested a somewhat less intensive arrangement of this event with the food brought in to a single venue. It was agreed to proceed in

this way, taking place on 23 February 2008 at £25 a head. Details would be discussed at the next meeting.

ii) It was agreed to put the 2008 programme on the agenda for the next meeting.

5) Housekeeping: Mrs Grimwood, reporting that at a recent event she had noticed that tea cloths in the kitchen were very unclean, asked if hirers were expected to provide their own. PR said that this was the usual arrangement and BV added that some of difficulties were being experienced with the drama group. It was agreed that the caretaker should be asked if it was possible to ensure that dish/tea cloths available in the kitchen were always in a reasonable condition.

Action: BV

Mr Howard suggested that hirers should be asked to pay a deposit against leaving these items in a good condition and this was agreed.

Action: JF

6) Any Other Business:

i) JF was concerned at the fact that the Scouts had still not paid the £400 owed for their use of the hall. They had been paying instalments to cover current usage but this had run precipitating an on the spot difficulty when PR had refused them the key. BV said that she would again make telephone contact. If this failed then a formal written request from the Hall Committee would be a prelude to legal action.

Action: BV

ii) BV wanted a working party to sort out the tables and marquees in the electric cupboard. It was agreed to make this an early task.

Action: All

iii) BV noted that the removal of the old tables (item 2 iii September) had not yet been done.

Action: GC

iv) The Vice chairman reported a comment at the last Parish Council about the temperature in the Committee Room at the outset of their meeting. It was agreed that the caretaker should be alerted either through the diary network or weekly by JF when the heaters should be switched on.

Action: JF/ BV

7) Date and time of the next meeting -

6 o'clock (1800) on Thursday 17 January 2008.

There being no other business the meeting was closed at 1858

Secretary's Note (Not part of the Minutes)

Reading the earlier part of these Minutes suggests that we are getting in something of a pickle with the referencing of items. *Princess Ruby* will now be 2/2/2 v if reported in the next Matters Arising and that is clearly silly. Can I suggest therefore that we have a standard agenda template for each meeting -

Apologies for Absence

Minutes of the meeting of.....

Matters Arising not covered elsewhere in the Agenda

Financial Report

Hall Bookings & Events

Housekeeping

Any Other Business

I suggest that this would be more organised than what has, I think more by default than anything become customary in recent months.

LAS