

MINUTES OF REDWICK VILLAGE HALL COMMITTEE MEETING HELD AT REDWICK VILLAGE HALL

ON 20 OCTOBER, 2022

PRESENT: Sandra Bogue (SB), Mair Duthie (MD), Chair: Elwyn Jarrett (EJ), Sec: Kath James (KJ), Bonner Jones (BJ), Sarah McDonald (SMc), Treasurer: Ann Price (AP), Joanna Nowosad (JN) and Sharon Waters (SW)

APOLOGIES: Margaret Kinlay and Gary Webb.

The Minutes of the last meeting were deemed correct and signed.

MATTERS ARISING: Coronation Street tour tickets and flowers had been given to DB as a thank you for being Hall Chairman for 28 years.

Painting of outside wood frames and extraction fan isolator; on-going. (BJ)

Heat source pump seems to be faulty as there is no hot water in the hall. EJ will contact Joe Worgan, local engineer, to see if he can repair it.

Wifi has been installed in the hall. £58.98 set up fee and £28.99 pm.

The notice received from the Charities Commission about updating organisation is being acted on.

EJ and SB are reviewing booking terms and conditions for hall and Nigel Williams has been asked to look at re-drafting, once completed.

During the summer, people from the pub have been using the green outside the hall which is not usually a problem but if there is a function in the hall, such as a wedding, the committee have agreed that a sign should be placed on the fence asking people not to use the green (SMc) . This should also be written into the terms and conditions (EJ). EJ will also check with Land Registry to make sure that this land is included within the hall's boundary.

FIRE ASSESSMENT REPORT: A fire risk assessment has recently been done and recommendations were made.

Gap between fire doors separating hall from the foyer needs to be reduced. (BJ)

Thumb locks on storeroom doors need to be placed on the inside. (BJ)

Extractor hood has no available records for cleaning but this does not work so a notice will be placed there, stating that it is "out of order". (KJ)

Fire alarm panel has been repaired.

Outside table obstructing fire escape from kitchen will be removed. (BJ)

Smoke detectors will be installed in storage cupboards. Chris from Red Spark will be contacted (EJ).

Reflective sticker for kitchen door indicating which way to open the door will be purchased (EJ).

Fire log book will also be purchased.

ANY OTHER BUSINESS: Hall bunting will be put back up (BJ/KJ).

GD Enviromental will be contacted to remove 1,000 gallons from hall cesspit (KJ).

The cleaner is retiring at the end of October and wine and chocolates will be purchased as a thank you gift. (SW) Hall table and chairs need to be put away after a function on 20th November. EJ has kindly offered to do this. Committee agreed to purchase a new mop for cleaning hall floor. (SW).

BALANCE AT BANK: £27,289.11p. AP informed the meeting that roughly we had spent £12,500 this year and had taken £12,000. A more accurate budget for this year will be prepared by AP and EJ for discussion at the next meeting. Hall hire charges will also be looked after once our October electricity bill has been received.

There being no further business, the meeting terminated and the date for next meeting was fixed for 29th November at 6.30 pm.