

# Carbrooke Village Hall Meeting 6<sup>th</sup> February 2017

## Approved Minutes

Apologies for absence: None

Present: Ed Buscall, Debbie Harris, Angela Birkby, Claire Talbot, Pam Morgan, Mel Findon, Alan Willer, Karrie Richards and Sue Dekeyzer

Minutes agreed from previous meeting

Matters arising from previous meeting:

- Plumber is booked to fit a new toilet on 13 February.
- The History Club has agreed to purchase one of the filing cabinets and this will be invoiced.
- New vacuum, bags and hand foam have been delivered to the Hall.
- A new gas contract has been set up with Calor Gas. This will see a considerable saving as the monthly charge will be reduced by and the cost of gas by a monthly standing charge from £35.96 to £26.97 and price per litre from .58p to .28p.
- John Fowler had removed the old Hall Facebook page. The Committee thanked him for doing so.
- Debbie Harris said the Village website is up and running with the Village Hall having its own site within it.

Events and Bar:

- Alan Willer and Angela Birkby had said the bar is doing well. Angela Birkby asked if Toney Copen could have set of keys to open when he running the Bar. The Committee agreed as he also on Parish Council and Millennium Green Committee it would be a good idea.
- Karrie Richards said there were two confirmed bookings and two polling Station days in the diary with one booking pending

Finance: Barclays Savings Account £10557.14 and Current Account £5164.52

Money in: Pre-School £855.00, Bill Brown £52.00, Rix Petroleum £266.60, Bar and Bookings £282.25, Billy Brown £65.00 and £39.00

Money Out: Anglia Water £21.18, Cleaner £195.00, Caretaker £73.44, Ed Buscall £166.53 EON £127.00 and Plumber £87.06

Mel Findon reported on the Pre-School finances. The children and parents that use Pre-School are very happy with the service they provide and the sensory room has been very successful.

Ed Buscall asked the committee if he could transfer money from the current account to the saving account. It agreed.

Grants and Builders:

- Karrie Richards said Hall now had two quotes and that she was meeting third builder this week to get the final quote needed to apply for grants.
- Ed Buscall was going to put in a bid for a Parish Council grant as soon as the third quote finished. Ed Buscall and Debbie Harris could them start applying for other grants for larger amounts

#### Village Hall Constitution:

The Committee considered whether to update the Constitution as it had been written in the 1960s. Mel Findon mentioned that when Pre-School tried they were told that you not allowed to change the constitution, Karrie Richards to ask charity commission about this.

The Committee adopted an Equal Opportunities Policy for the Village.

The Committee agreed to look at getting an exemption certificate for VAT for work done on the Village Hall as Parish Council would not claim back the VAT for us.

#### Carbrooke Festival:

Pam Morgan said that the Church is having a festival on the weekend of 1<sup>st</sup>-2<sup>nd</sup> July. They would like a Heritage Centre at the Church so they could run tours and give talks. The Millennium Green committee would be interested in doing something. Debbie Harris said it would be a good idea for all the groups in the Village to get involved maybe like a Village Fete.

The Committee agreed to support the idea of a Festival and said that it would wait for those organising to come forward with further ideas.

#### Deposit for Bookings:

Karrie Richards asked that the booking fee be put back to £100 as £40 was not sufficient to cover some breakages. A recent experience, where cooker got broken cost £90 to fix so the £40 did not cover costs, had highlighted this. Committee agreed but from now on deposit could be from £40 to £100 depending on type of event.

#### A.O.B.:

Sue Dekeyzer asked about running coffee mornings and the committee agreed that on Wednesday 1<sup>st</sup> March 2017 they could start. The times will be 9.30am-12pm every Wednesday. Her daughter is running in the London Marathon and raising money for the NSPCC. After the Marathon she said that if there was a demand for the coffee mornings this could become a regular feature.

Sue Dekeyzer had also been looking into starting a W.I. in the Village Hall but, until we have hot water in the toilets, they would not be able to run for insurance reasons.

Karrie Richards said there had been a complaint about the condition of the Hall floor. Mel Findon asked if we could have new broom for the Hall. The committee agreed.

Mel Findon asked that, if keys holders for Hall need to gain entry during Pre-School hours, they should please knock and wait for them to open.

Alun Willer had used some of his Bar funds to fix a fan on one of the Bar coolers.

Pam Morgan also asked if Toney Coppen could have a set of keys as part of the Millennium Green committee. They are looking at getting the Green maintained by people doing community service and would like offer the facilities.

**Signed: *Ed Buscall***

**Date: 6<sup>th</sup> March**