

NOTES OF MEETING OF VILLAGE HALL MANAGEMENT COMMITTEE HELD
AT 7.30 P.M. ON MONDAY 27TH JUNE 2011.

Present :- Karl Jenkins, Susie Garfield, Michael Garfield, Caroline Frostwick,
Ian Clarke, Keith Sandars.

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| 1 Karl gave out a schedule listing matters which would need attention over a calendar year. He made particular mention that the gutters and roof were a top priority and that quotes should be obtained in respect of the necessary work. Ian was to obtain the quotes from suitable contractors. | IC |
| 2 The question was raised about an electrical PAT test and Susie was to contact Tim Smith regarding this matter. | SG |
| 3 Caroline gave out copies of the current Income and Expenditure Accounts. | |
| 4 Susie was to find out which organisations had keys to the cupboards containing Electrical Control Equipment. Following receipt of this information the committee were to consider the use of "master keys" | SG |
| 5 Susie was to provide Keith with a list of persons and organisations who might possibly have a key to enter the Hall and Keith was then to make enquiries and draw up a definitive list of key holders. | SG
KS |
| 6 Due to the possibility that fluorescent tubes may no longer be available at some date in the future Michael and Susie were authorised to purchase ten spare tubes. | MG
SG |
| 7 Keith was to do a letter to all regular users of the Village Hall asking them to take stock of what they had in storage, what future storage they would need and what keys they were holding. Replies by July meeting for review. | KS |
| 8 Quotes were to be obtained to cut back all the vegetation round the sheds at the rear of the Hall | SG |
| 9 Keith was to make enquiries to see whether any site plans and building plans of the Hall exist. Copies to KJ | KS |
| 10 Rats had been seen round the compost heap and this was to be discussed at the next meeting but in the meantime Ian was to speak to Bryan Smith about the rats. Urgent action required. | IC |

- 11 Mick Garfield to relay electrical cable encapsulated in a 30m hose dug in to the ground 12 inches with markers. Quote TBC to KJ MG/KJ
- 12 Susie to formulate booking form to KJ before next meeting for booking form review. SG
- 13 It was felt that small presentations should be made to Allan Caldwell and Gerald Garfield in recognition of their valuable previous service to the Hall and Susie was to investigate suitable gifts. SG/CF