# Minutes of Norton Village Hall Committee Meeting

# Thursday 5th December 2019

Norton Village Hall

**Apologies and Welcome**

* Apologies Keith Jaggard and Emma Smart (and Marion Marshall)
* Welcome Karen Robertson and Alan Taylor

**Attendees**

Phil Jefferson, Angela Walton, Gary Walton, Richard Allen, Karen Robertson,

Alison Jefferson, Jane Williams, Alan Taylor, Susie Dove, David Etchells-Butler

**Approval of Minutes**

* Committee Meeting on September 5th andNovember’s AGM Minutes were circulated by email and approved by committee.

**Finance**

Current Account £1,200.76 Deposit Account £20,507.85

* Recent water and electricity bills have been estimated making the last electricity bill £154.64. Gary will check the meter. **GW**
* November equestrian sale profit was £150.18 plus leftover food. April’s sale made £143.83 and February’s £299.82, the latter included an entrance fee, which proved unpopular. December’s car boot sale raised £256.02 less stock items. Competition at other venues may affect our sales but it was agreed to continue with the equestrian sale in February and indoor car boot sales in February and March.
* It was agreed that the present signage for the sales will remain unchanged. Gary has a quote for £160+VAT for vinyl text but will put this on hold at present. **GW**
* The final £5,000 from Havebury for Air Source heating has now been banked and Phil has completed the necessary final paperwork.
* £2,100 has been received from Wendy Turner for safety auto roller shutters in the kitchen. No payment has yet been received from Harry Richardson.
* Following Accountant’s comments re financial reporting, it is important that we have consistency in identifying bookings for auditing purposes. The booking numbers need to be cross referenced with each payment or deposit refund. The system needs to be programmed to do this but at present it is not clear how this can be done. Richard and Karen will thoroughly familiarise themselves with the system to assess what is needed.

**Legals**

* Phil has loaded the last minutes to the website.
* The Declaration of Trust remains unchanged but needs updating.
* Recruitment
  + Marion Marshall is interested in joining the committee and will attend the next meeting.
  + It was suggested that a student may be interested in helping with technical aspects as part of the D of E scheme or to add to their UCAS forms.

**Bookings**

* Review – Richard has had no response re the Pilates booking so those days are now free, as is the proposed booking for a wedding, which was not taken up. Thursday 6th February can now be allocated for the equestrian sale. Birthday parties and weddings are now being booked in the hall.
* It was suggested that a list of contacts linked to publicity photos of events in the hall could be publicised, providing the booking gives permission for this.
* Karen will now be shadowing Richard in the booking process.

**Buildings**

* The recent mislaying of a key was considered such a rare occurrence that it did not pose a security risk. However, the hall can be easily accessed without a key when a booked event is taking place in the conference room. A digital combination lock on the front door would be more secure. Gary will contact a locksmith for a quote. **GW**
* Air Source heating is running smoothly, and controls are being well handled. A one-off switch off at the mains will be checked by Adam to see if it tripped. Care must be taken that the heating does not get left on.
* Jobs to be done
  + Film to be put on the windows in the kitchen; this will now have to wait for warmer weather. **All.**
  + Adam will fit a sound bar in the ceiling, a socket with USB fibre optics cross hard wired and an LED light on the amplifier.
  + Bob Ellis, who supplied the sound system, will change some parts and provide an operation guide. IPad shelf and security wall bracket to be fitted.
  + David suggested that the inner storage cupboard be better organised with more effective shelving. Gary has spare shelving, which could be used. **GW**
  + In May 2018 Doug Mead quoted £4,270 to fit oak finish doors to the kitchen, conference room and store cupboard, replace the glass hall entrance doors and soundproof the doors to the conference room, providing door furniture and disposing of the old doors. This quote will now have risen by 20%. Gary will advise Doug to go ahead. Doug will also fix the stage drawer that is catching slightly. **GW**
  + The floor needs resealing after the hall decoration but this needs to wait until better weather. **GW**
  + Maintenance of the heating system with a twice-yearly recorded check was quoted by the installers, Kings, at £350+VAT each visit. Thermalair verbally quoted £188+VAT; a written quote is needed before a decision is made. **GW**
* Extension ‘big project’ planning has received clearance from FIT. The extension is needed not only to provide extra facilities but also to shore up the fabric of the building. Angie will circulate present plans, which need updating, together with a want list for the committee’s information and comment. A meeting specifically to discuss the extension will be held on 14th January 2020. **All**
  + David suggested Martin O’Shea, a retired architect (ex-Norton now living in Needham Market), may be approached to assist with plans.

**Marketing**

* Karen had a quote of £170 from David Carpenter to create a virtual tour of the village hall to be put on the website, plus £30 to add a Google Earth street view. The committee agreed to go ahead, including the street view, but to put on hold until the new doors have been installed.
* Messenger, Facebook, Websites and NDN are all being used to market our events.
* Questionnaires need updating and circulating. Some sections may not now apply, although they should be satisfaction surveys as well as future planning. Jane will send Phil a copy of the present questionnaires. **JW**

**Fundraising Issues and Events**

* The Seventh House band have been booked for 15th February and Save The Date notices have been put in Messenger and In Touch. It was agreed that Andy Mason be asked to design posters and tickets.
  + After some discussion, it was decided that, in order to try to sell as many tickets as possible, the date be changed to either Saturday 7th March or Saturday 28th March. Susie to contact Andy. **SD**
  + Format for the evening would be live band music, dancing and food £12.50. Band to play from 8 pm to 9 pm, break for raffle etc and food, band play from 10.15 pm to 11.30 pm.

**Parish Council**

* Planning application has been submitted for the narrow-gauge railway around the sports field. An architect’s plan will cost £231 and 140 metre fencing of enough quality and aestheticism £7,000 - £9,000; the cost could be spread over two years. Sleepers have been donated by Clarkes of Walsham and engines and track already owned. Public liability will be needed. The train will run approximately twice a month. If, at any time, the railway failed in the future, the fenced off area could be used as a dog run.
* CCTV coverage identified the person who dumped furniture at the Pre-School, clearly showing their vehicle registration number. The perpetrator was apprehended and fined a fixed term penalty.

**Any Other Business**

* Alan suggested that we have a big screen showing of the European Cup next year to raise funds.
* Pre-School development had been considered with the village hall extension but was not thought feasible as their requirements are very different.
* Cooks at Norwich will quote for automatic fire shutters for the kitchen linked to the fire alarm. The wooden frames also need to be fireproofed. Gary has a quote for £600 to line with fireboard. It may be possible to line them with stainless steel. Gary will get a quote for this. **GW**

**Date of Next Meetings**

Thursday 9th January 2020 at 7 pm: Committee Meeting

Tuesday 14th January 2020 at 7 pm: New Extension Planning Meeting