# Minutes of Norton Village Hall Committee Meeting

# Thursday 9th January 2020

Norton Village Hall

**Apologies and Welcome**

* Apologies Keith Jaggard and Emma Smart
* Apologies from Phil Jefferson to the Planning Sub-Committee for failing to attend two of the recent meetings with architects.
* Welcome Marion Marshall, new attendee/observer

**Attendees**

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

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

**Approval of Minutes**

* Minutes of the Committee Meeting on 5th December were circulated by email and approved by committee.

**Finance**

Current Account £1,430.44 Deposit Account £20,511.05

* The Eon estimated electricity bill of £196.47 on 1st December was close to the meter reading at that time. A further estimated bill on 31st December of £299, payable by 16th January, was higher than the meter reading. Angela emailed Eon requesting an updated bill but has not yet received a reply. **AW**
* The purchase by Gary of a new Visitors’ Book for £7.99 and pen with refills for £4 was approved by the committee.
* No more grant money has been received. Phil will email Harry Richardson re money for the shutters. **PJ**

**Legals**

* Phil has loaded the last minutes to the website. **PJ**
* The Charity Commission annual return is pending. **PJ**
* Recruitment
	+ Marion Marshall attended the meeting as an observer and potential committee member.
	+ David has approached John Stonard, who evinced interest but did not attend the meeting.
	+ A new Chairman will need to be appointed in April. Meetings could be chaired by rotation of committee members if necessary.
	+ Alan Taylor offered to project manage the forthcoming extension of the Village Hall. **AT**

**Bookings**

* Review
	+ Richard reported that ongoing bookings continue with some new bookings this month. Visitors appear impressed with the hall and bookings have increased as a result.
	+ Pilates is now booked in from 27th February, on the second and fourth Thursday every month.
	+ Hire charges need to be reviewed with an added rate for longer hire periods. Richard suggested that he apply a small percentage rise to each rate. He will draw up a new hire charges sheet for the committee’s approval. **RA**
* Gary has consulted a telephone expert in the village regarding a dedicated bookings telephone service, who advised that we should be able to do this through our internet system. Our provider, Plusnet, has an app that could facilitate calls being directed to another number as required and switch to an answerphone in the evening. There should only be a small charge for the app. Gary also contacted a commercial company about this but has no reply yet. **GW**
* Booking process progress
	+ Richard has run through the process with Karen and will start to transfer the diary to Karen in March.
	+ Invoice numbering for the accounts is still problematic. It was suggested that Richard access the Treasurer’s accounts sheet through the website to add these numbers directly. The website will need to be accessed by password and all parties need internet security protection.

**Buildings**

* Alan Taylor reported that three meetings had been held with architects to discuss planning for the Village Hall extension.
	+ A Whitworth architect quoted costs of £14,950 + VAT with staged charging for planning and building control specifications. At present, his proposals seem the best option, being most in tune with our requirements. He would be happy to talk to the committee but in future would mainly liaise with the Planning Sub-Committee. Whitworth is a well-established architects’ practice in Bury St Edmunds.
	+ The Norwich architect quoted costs of £2,400 + VAT for planning and a later £15,000 with additional costs.
	+ No quotations are yet available from the latest meeting with Lionel Thurlow, Bury St Edmunds.
	+ Although new plans will be drawn up, permission should be sought from Andrew Smith initially to use the copyrighted plans that he previously produced. **GW**
* Jobs to be done
	+ Gary consulted a locksmith re installation of a digital lock for the front door, but the locksmith needs to examine the door before giving an estimate and will charge for his visit. Gary will pursue this. **GW**
	+ Warmer weather is needed before film can be put on the windows in the kitchen. **All**
	+ Adam has not yet fitted the sound bar in the ceiling, socket with USB fibre optics cross hard wired or an LED light on the amplifier. Gary will chase Adam. **GW**
	+ Bob Ellis still to change some parts of the sound system and provide an operation guide. IPad shelf and security wall bracket to be fitted.
	+ Gary has spare shelving, which he will erect in the storage room. Liz has asked to retain her filing cabinet there. **GW**
	+ Gary has notified Doug Mead to proceed with fitting and soundproofing doors as requested.
	+ The floor still needs to wait until better weather before being resealed. **GW**
	+ No written quote has been received from Thermalair re maintenance of the heating system; Gary will chase this. Kings assumed that they would be doing the maintenance, but Gary explained that we had a better offer. **GW.**
	+ Cooks enquired about the fireproofing of the door frames. Gary now has an estimate of £200 for lining the frames with stainless steel, which the committee approved. As there may be no shutters in place for a month or two before Cooks install the new ones, it was suggested that the space be filled temporarily with plywood. **GW**
	+ The committee’s permission was given for six small screw holes to be drilled into the front of the stage to accommodate hooks for frog racing. **GW**

**Marketing**

* Karen has asked David Carpenter to delay creating a virtual tour of the village hall to be put on the website until the new doors have been installed.
* Our next two events, a car boot sale on Sunday 2nd February and an equestrian sale on Thursday 13th February, have been advertised online and Angela has taken posters for the equestrian sale to equestrian outlets for display. Some tables are still available for both events.
* Jane has passed copies of the questionnaires to Phil for comment before updating. **PJ**

**Fundraising Issues and Events**

* The Seventh House band has been booked for Saturday 25th April, as they were unavailable on the previously suggested dates. Baked potatoes and chilli con carne will be served at the event. Andy Mason has designed posters and tickets, which Phil offered to print and Angela to laminate**. PJ, AW**

**Parish Council**

* Alison expressed concern at the number of cars recently parked in the Village Hall car park. Anyone who uses the park other than patrons of the Village Hall or Pre-School should obtain a permit from Richard. David agreed to check who is using the car park. **DEB**
* An application for planning permission for the miniature railway has now been submitted.

**Any Other Business**

* Alan will investigate the possibility of having a big screen TV in the Village Hall to show the European Cup next year to raise funds. **AT**
* More fundraising ideas for the coming year will be discussed at the next committee meeting.

**Date of Next Meetings**

 Tuesday 14th January 2020 at 7.30 pm: New Extension Planning Meeting

 Thursday 27th February 2020 at 7.30 pm: Committee Meeting