

# Staplehurst Village Centre Management Committee

Minutes of the meeting held at the Village Centre on 29<sup>th</sup> March 2016

**Present:** Mr D. Staunton-Lambert, Miss. A. Sharp, Mrs. C. Metcalfe, , Mrs. M. Ashby. Mr. R Silkin, Mr A. Watson

**1. Apologies:**.. Mr. R. Laming

**2. Matters Arising + approval of minutes of previous meeting**

\* DSL now the named person for key cutting.

\* Keys – M Arger, P Kelly already have a key. Now Gina - Pilates, Margaret Ashby, Andrew Watson, Steve Lenham – all have keys too.

\* Carbon monoxide – DSL has got them and now need to install them.

\* Air raid exterior shelter light for Horticultural – DSL & AW fixed.

**3. Treasurers Report – CM paper report.**

Spread sheet itemizing expenditure.

Balance in accounts

£ 12,216.13 CAF Account

£ 12,948.08 Nat West

£ 25,164.21 Total

\* see attached report from CM.

Income February £1,619.00

ROD = Return of deposit. Some cheques we have paid out not been cashed yet (?)

- Drama still have £88 to pay. Mr. M. Jeffrey to be reminded again.
- Jan, Feb, March not been paid by Adult Ed.
- Yoga not paid March invoice yet.

Treasurer will send out a calendar highlighting the North or South Hall so they can sign and write any amendments asap.

Brit Gas

Recent Electricity bill - seems that still not in order. Meter number and reading to be taken again so we can investigate. One meter seems to be charging us an awful lot and still getting to the bottom of this.

- £122 to clean windows.
- Cleaning £7843.50 total for cleaning last year (doesn't include supplies)

**4. Bookings report**

\* Very healthy, loads of bookings coming in on top of our regular hirers.

\* Amanda – Boot Camp moving permanently to the N Hall.

**5. Repairs – Summer holiday work – plan of action**

1. NH court yard gutters need cleaning and repairing.
2. NH kitchen floor by courtyard – only lino keeping it as a floor – investigate and repair.
3. SH manhole cover, needs replacing / repairing
4. Front carpark drain sometimes struggling. will need looking into but may be a sewer problem as per across the road. Will investigate.
5. NH Kitchen area lights and redecorate

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6. NH Lobby area needs

7. NH Front doors repair and paint – professional as messy job. £200 per pair doors.

## Further works

\* NH paintwork off brickwork so can breathe, maybe timbers. Consider if leave or repaint.

\* Need repointing on the outside as well to ensure repaint doesn't then peel.

Awaiting quotes – A Watson will investigate.

Funding – asking SPC for money to help fund this from the contingency fund.

## **6. New regular hirers**

Dancercise new hirer. Hopefully will do well and become a regular hirer.

## **7. N Hall prices**

Bigger hall and therefore a little more expensive.

## **8. Trustee / project office**

DSL – key cabinet, safe for cash, etc. Will go to Acorn hire to attach key cabinet and other bits.

Written to valuation office to remove office rental rates as not renting as offices. Still can hire the room with access to toilets and kitchen use. Office rates for SPC offices dealt with by SPC.

## **9. 10. Parking Notices**

Parking permits in hand, almost done. AS in hand.

Pizza man not contacted since last time, check when next collect rent. AS CM

## **11. Snooker room light**

One strip light needs replacing. DSL will sort.

## **12. Paper work**

RL and RS looking at constitution and other paper work

DSL and AW looking at project managing.

AS and CM Bookings & Treasurer.

MAY generally able to help, but not Tuesdays and Thursdays.

## **6. A.O.B**

- Shaw Trust – posters to put up? Agreed.
- ACRK – event on Saturday if anyone wants to go. Bit short notice.
- Google – bin it.
- French Market / Carnival and Fete asking for a 'price'. CM has not been able to find how much they paid last year. AS will call B Ham.
- Pictures to stack chairs and tables to go up. AS
- £756 for PRS joint community license and PPL. It is based on last year's turnover. DSL looked into to see if we could reduce our rate. Managed to get them to admit it is the wrong license for the village centre as it doesn't cover what we do. DSL spoke to hirers about their music use and they use royalty free music, so don't need a license. PRS - if we wanted to do a concert we could do a £28 + VAT spot hire. Doesn't cover private parties at all. PPL said we can have the money back if DSL writes a letter to get refund. Committee agreed for DSL to do.

Meeting ended 9.40pm

Next meeting 7.00pm Tuesday 10<sup>th</sup> May 2016