

Staplehurst Village Centre Management Committee

Meeting held 6th November 2012

Present: Mr. P. Kelly, Mrs. M. Stephenson, Mrs. M. Spackman, Miss. A. Sharp, Mrs. M. Arger, Mr J. Perry, Mr. P. Butcher.

Apologies: Mr. D. Wood, Mrs. M. Bailey.

1. Matters Arising - none

2 Treasurers Report

Charity commission paperwork has been emailed across.

£21,921.53 CAF Bank Account (as of 25th October)

£ 304.00 Lloyds Account - still not been closed. Be a good idea to transfer to new Natwest account. Bills to be pay though, as follows:

£202.05 Paxman painting S.Hall and glow in the dark lines.

£107.40 Heathcroft (window cleaning)

£151.20 Cheeseman and sons (2 hand basins that were leaking)

£650.00 Forestry First Ltd (tree)

£ 95.00 Kent and Sussex (drainpipe and guttering)

£600.00 inc. VAT Paxmans (for cleaning in October)

£ 156.58 Paxmans (foam dispensers and entrance mat)

Foam dispensers as agreed in previous meeting to eliminate the soap blocks as not as hygienic.

Entrance mat as agreed via emails to benefit cleanliness of hall through footfall traffic.

£ TBC Window in North Hall

All committee present agreed to cheques being signed and issued.

Deposits cashed?

We recently had a party that should have been charged for cleaning but as they cancelled the deposit cheque the centre had to pay for it.

It was decided to monitor it at present in the hope that it was a one off experience.

The committee agreed that when users book the hall they will be reminded they need to leave the hall in a condition ready for the next morning's users. This includes taking their rubbish away.

3 Bookings

The bookings are healthy.

4 Local Natwest Bank Account In hand.

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5 - Free Church

Asked us to remove the covenant. The committee agreed the covenant should remain in place.

6 - Tables - ownership

There are tables that belong to the VCMC and are 'labelled' as such underneath. There are also Play group tables also 'labelled'.

There may be some tables missing. One of the 2 new white tables appears to be missing.

PK will do a 'head count'.

7 - New Caretaker for SVCMC

Committee discussed the two roles that we believe are required to maintain the Village Centre for lettings - Cleaning company and a caretaker.

First draft of a job description and advert was sent to committee members for perusal.

MA has found another cleaning company, Minster Cleaning that she will talk to.

8 - Christmas Lights

PK will check the timer and switch them on in time for the French Market at the weekend.

9 - Maintenance & Repairs

9.1 N Hall Main entrance window at back complete.

9.2 Tree works - complete.

9.3 South / North Hall keys Pending Aim to have new sets for January AGM.

9.4 Soap dispensers / entrance mat - fitted and complete.

9.5 Holes to front drive / tarmac - to source.

9.6 South Hall light replacements - need to hire a tower to be able to fit new tubes and while doing that, new starters. Committee agreed.

9.7 North Hall lights - need checking.

9.8 Gutter hedgehogs - to prevent blockages. First investigations so far 10 x 40 metre £134 maybe do the same time as bulbs when we have the tower. PK to investigate further.

10 - A.O.B.

10.1 MA monitoring the DD bills to see how competitive Gas and electricity is.

10.2 PK has spoken to KCC / MBC about repairing the 'Biffa' bin so we can lock it.

10.3 WI letter - no response from them.

Meeting ended 9.00pm Next Meeting 7.30pm Tuesday 4th December 2012