**DUNHAM AND DISTRICT VILLAGE HALL COMMITTEE**

**MINUTES**

Meeting held on Monday, 07 November, 2016 at 7.00 pm

Present Lyn Sharpe - Chair

Neville Leach – Treasurer

Stephanie Claughton – Secretary

Jane Starmer

Muriel Waldron

Mavis Gallery

Apologies Paul Marsh, Mo Starmer, Katherine Watkinson

74.16 Minutes of Last Meeting

The Minutes of the last Meeting and the AGM were approved and signed by the Chair.

75.16 Matters Arising

Dog Fouling Signs and No Smoking Signs - LS to chase up this matter.

Tree Quotation - SC reported she had emailed Viking Trees who agreed to hold the quotation over until early Spring 2017.

76.16 Maintenance

Front Door and Fire Door – LS to chase up this matter.

Door Strip – This work had not been completed and LS to chase up this matter.

Fire Hydrants – NL to arrange a meeting with company who currently supply our Fire Hydrants as soon as possible. Meeting would be attended by LS or SC whichever were available.

Plan of Maintenance Work – LS briefly outlined the advantage of a maintenance plan. The Committee agreed that a plan should be put in place. LS suggested that anyone identifying any problems should report these on a regular basis so work to rectify problems can be undertaken as soon as possible. All agreed.

77.16 New Kitchen

SC passed around the members a copy of what a new refurbished kitchen would look like. She also outlined a plan of work provided by a local team. Following discussion it was agreed that SC should obtain a quotation and arrange for the work to begin, subject to a financial quotation being agreed by the Chair, Treasurer and Vice Chair, as soon as possible.

LS agreed to ascertain a quotation for the professional cleaning of both the cooker and the hot cupboard. She also agreed to look into the repair of the cooker and the hot cupboard control switch.

78.16 Finance

NL submitted the following report for November 2016.

Current Account £11,575.46

Reserve Account £9603.81

New Build Account £1005.54

Income and Expenditure for October 2016 as follows:-

Income £1085.06

Expenditure £4723.60

NL also reported that Halloween Party has shown a profit of £289.56.

79.16 Caretaker

LS outlined the need for a Caretaker and stated that she had been approached by a resident that he would be happy to help out with any caretaking duties required. He suggested that he undertake such duties on an ad hoc basis rather than be employed. There followed a short discussion on this matter and it was agreed that this arrangement would be suitable at this moment in time. LS suggested that he should submit an invoice for any work undertaken. All in agreement.

80.16 Cinema Club

It was agreed that this matter should be placed on the Agenda for the next meeting.

81.16 Forthcoming Events

Panto - February 2017 – SC reported that she had not received notification from DE re confirming the arrangements for the Panto rebuild stage date and how this will affect the Dance Group. LS to look into this matter. SC reported that she had been in touch with the School to sell panto tickets and they have agreed. She also requested help with the printing of tickets and advertising posters. LS agreed to give assistance.

Christmas Fayre and Choral singing of the school. SC informed the meeting that she had checked that the school were aware of this and was awaiting confirmation of their participation.

72.16 Items for Next Agenda

Cinema Club.

73.16 Date and time of next meeting,

The next meeting will be held on Monday, 9 January, at 7.00 p.m.

Meeting closed at 8.25 p.m.