

# Staplehurst Village Centre Management Committee

Meeting held 11<sup>th</sup> September 2012

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

**Apologies:** None

## **1. Matters Arising**

<b><u>1.1</u></b>	<b><u>South Hall</u></b>	<b><u>North Hall</u></b>	<b><u>Offices</u></b>
Horticultural	X		
Under Fives	X	(N. Hall store room)	
Drama	X		
Caretaker	X	X	
Paul Kelly	X	X	
Parish Office (3 sets of each)	X	X	X
Sobell Lodge	X	X	
Margaret Bailey	X	X	
Spare	X	X	
Staplehurst Society			X
Debt Advice			X
Other?			X
Graham Waters - Fitness		X	

1.2 Item to note - when we do the AGM invites we need to add, 'please use this as an opportunity to notify us of a change of key holder should there have been any changes in your organisation.'

1.3 DW - contacted Green world – unable to assist. Also tried Bumbles - Jeremy - can't send staff as he doesn't have any spare capacity, but happy to look and advise us about what can be done. Tree shade prevents anything growing directly below. To date - not been done.

1.4 PK - tarmac for areas we'd like to improve - still looking into.

1.5 Staplehurst Society have accepted the offer of a second back room for storage and working in.

## **2 Treasurers Report**

£ 107.00 Lloyds Account  
£18,046.45 CAF bank as of 28th August

Letter to CAF bank for signature amendments sent.

- £641.96 EDF August account settled
- £348.07 Little woodshed (N. Hall wood work)
- £ 4.90 P Hollidge
- £ 96.02 Kent County Supplies

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- £102.00 KD Electrical

MA (4 weeks) & DW (2 weeks) going on holiday - cheque book passed to Mel Spackman.

MSt - Invoices have gone out this week for regular users.

Tai Chi - Queried the amount on invoice for advance payment - Brian Mundy - can he pay monthly / bi monthly. Agreed.

MA will email Brian Mundy and copy MSt and agree to invoice on a monthly basis.

### **3 Bookings**

3.1 New bookings -Two new fitness classes and a dance group, about an hour or so.

3.2 Carnival Committee - Jenny Wealden - Have asked to book the centre on Sunday 11<sup>th</sup> November for a French Market. MB has told them they will be unable to get in until 11am due to the Remembrance Sunday Parade mustering there before then.

Vic Holdaway booked the front area until 10.30am.

After much discussion the committee decided to let them know the centre is unavailable for that weekend.

MB will ring and let them know and offer other dates.

It was also agreed that if both halls add up to 10 hours plus, we could give a 25% discount. Similar to what we do for weddings. Usual deposit returned when hall handed back clean and tidy.

### **4 Caretakers Report:**

Report received and noted. Peter Hollidge leaves end of September.

### **5 - Potential 3-6 month rental of large front office**

Staplehurst resident has enquired about using a room for office use. £100 a month? About 160 hours month. Meeting rooms hired at £6 an hour.

Debt advice pay £1000 a year, Staplehurst Society by PC £1000 a year.

The committee discussed their concern about cost of heating as during winter months but agreed they would rather have the room being used.

Committee agreed to suggest he makes a donation of £120 a month to have use of the room.

### **6 New Caretaker for SVCMC**

Committee discussed what we would like a caretakers role to be.

Two main roles 1) keeping the hall clean and tidy in appearance. 2) Unlocking and locking up.

The committee discussed the idea that we have a short term cleaning contract to sort out that side of things while we look to employ someone else. Committee decided to get quotes as quickly as possible (not Crystal Clean as they were the cleaning company that let us down and led us to employ a caretaker).

PC caretaker gets £8 an hour - not antisocial hours.

PK left the room while the committee discussed what to do in the next two weeks. It

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is unlikely that we will be able to get a cleaning company in by the end of the month. The committee decided for an emergency period of 3 months up to Christmas to get a quote from 'Paxman Services UK Ltd.' for a deep clean and thereafter maintenance until WC 7th January 2013, while the committee sort out job role and put out to tender, whilst still fulfilling our commitment to our users. Also to give a list of users and when so we can ensure the floors are correct for users e.g. yoga must have clean floor, horticultural society less so.

## **7 Maintenance & Repairs**

- a. S Hall - entrance paint + floor - In progress, almost done.
- b. N Hall - Woodwork - Completed.
- c. N Hall - Main entrance window woodwork - discuss - Needs the window sill doing. PK Will get a quote.
- d. S / N Hall - Key sets - Pending - @£350 N / S Hall. Pontell pointed out different idea. S Hall done. N Hall needs a key that you can open one of the doors from the inside. Discussed the idea of a gate from the door out to the gent's toilets. PK Will get a quote for that and the revised list in Matters Arising.

## **8 A.O.B.**

8.1 PB – Has had a request from a charity organisation to work with disadvantaged - Wed 5.30 - 6.30pm for 10 weeks - rate? If a consistent weekly hirer = £11 per hour, once a month £12 an hour. The committee agreed to the S Hall £10 per hour.

8.2 PK Can we have another D of E worker? Committee agreed.

Meeting ended 9.35pm

Next Meeting 7.30pm Tuesday 9th October 2012

## Committee Members email addresses

Paul Kelly	<a href="mailto:vcmc@btconnect.com">vcmc@btconnect.com</a>	(chairman)
Margaret Arger	<a href="mailto:arger22@hotmail.co.uk">arger22@hotmail.co.uk</a>	(treasurer)
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Don Wood	<a href="mailto:donaldrwood@hotmail.com">donaldrwood@hotmail.com</a>	
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