

MINUTES OF MAYFORD VILLAGE HALL TRUSTEES MEETING HELD ON TUESDAY 6th NOVEMBER 2018

PRESENT: Paul Atkins, Alec Ashley, Alan Briggs, Joan Ashley, Susie Punch, Linda Hall, Crista Rayner, Paul Orrin

APOLOGIES: Jean Cheeseman, Claudia O'Neill, Jo Fisher, John Myall

1. MINUTES OF PREVIOUS MEETING – TUESDAY 2nd OCTOBER 2018

Minutes had been circulated to the Trustees prior to the meeting were accepted as a true record of the meeting.

2. ACTIONS UPDATE

- a) GDPR. Paul A had reviewed the draft GDPR policy document John had created and raised several queries. Most of these have now been addressed and Susie suggested handing back the document to John to complete as she felt he was better equipped to do so. Susie to contact John. **ONGOING – Susie & John**
- b) PRS. This has still not been received and as it is due for renewal in 2 months Alec is not going to pursue it. **CLOSED**
- c) Review of Eileen and Virginia's contracts. **ONGOING – Paul**
- d) Floor Scrubber. Numatic, the supplier, will give a demonstration next Thursday 15th Nov at 2pm. Eileen, Alec & Alan will attend. **ACTION: Alec & Alan.**
- e) Fence: The fence is leaning over inwards. Linda to liaise with Seamus. **ONGOING – Linda**
- f) Broken window in Main Hall. Alex spoke to Croydon Windows today saying we had not received any reply to our email to them on 27th August. They said they would get back to him but did not. Alan to contact Surrey Locksmiths & Glazing to get a price. **ONGOING - Alec & Alan.**
- g) Chair Ferrules: The chairs with missing ferrules have all been repaired. **CLOSED.**
- h) 18th and 21st Parties. Paul has updated the website, invoice & brochure to state that we do not accept bookings for 18th & 21st parties. **DONE**
- i) Angell Thompson Roof Report: **DONE**
- j) Soap Dispenser: The 2 new dispensers are available when required. A second one is to be installed in the Gents. **ONGOING – Alan & Paul**
- k) Roof Insulation: **ONGOING – Alan to get a quote.**
- l) Missing sound system lead: The lead had merely been unplugged and relocated. **DONE.**
- m) Plastic Sheeting: **ONGOING – Alan & Paul**
- n) NW/MVH Christmas Party: Booking for 7th December. **DONE**

3. LETTING OFFICER'S REPORT

- a) Cheques and copy invoices handed to Alec.
- b) Virginia requires 3 blank cheques.
- c) A new regular booking on Mondays from 3 – 4.30 has been made by Mrs. Nash's dance class.

4. MATTERS ARISING

Oven cleaning: **ONGOING - Susie**

5. SECRETARY'S REPORT

- a) Alan had purchased new insert plugs (ferrules) for the chair legs at a cost of £18 for 36.
- b) An invoice from Surrey Locksmiths & Glazing for fixing the front door had been received for £69 + VAT
- c) The BT bill has increased from £51.48 to £53.28.
- d) A request from a lady who runs a dog school wanting to do training classes for 6 dogs had been received. It was agreed this was not possible. **ACTION - Alan**

[Type text]

6. TREASURER'S REPORT

- a) The current account balance is £5,750.69.

Paid out:

£224.70 to CCP

£650 to the gardeners (2 months at 4 visits a month @ £75 a visit with 3 people) £50 rubbish removal had been charged.

To Pay:

£82.80 Surrey Locksmiths & Glazier

£18.05 Alan for chair feet

£10.97 to Paul for Call Divert charges & £214.21 Main Hall lighting parts

- b) Paul had received an email from Suresh Pillai, Worplesdon Hall & Sports Ground and Sine Trust suggesting the formation of a group of local Village Halls may be able to get cheaper energy deals. Linda to check out if she is genuine and then liaise with Alec. **ACTION - Linda**

7. GRANT APPLICATIONS

- a) The Garfield Weston Foundation has not been able to help us with the fence grant application. **ONGOING - Claudia.**

8. KITCHEN COMMITTEE

- a) Nothing to report

9. MAINTENANCE

- a) Paul explained to the Committee the problems being experienced with the lighting in the main hall. There had been a high failure rate of the original transformer drivers required to operate each LED panel. Paul has spent £225.18 on a stock of drivers & replacement Dimmers which are destroyed when a driver fails. The initial V-Tac 45w models are no longer available so we ordered 48w drivers which are yet to be delivered. In order to restore the lighting whilst waiting for the drivers, Paul sourced 42w models through Amazon which are half the price and which are in use now. Electrician Josh Lewis, has also been asked to obtain drivers.
- b) Middle Hall Heating: Alan had received a complaint from the Quilters that the Hall was cold. The radiator by the window was not working and the one on the other side had been turned down. Paul has fixed them both.
- c) Paul advised that an email had been received from the manufacturers of our existing smart thermostat, Netatmo, that they have just launched a new product allowing each radiator to be controlled independently. This is a mechanism that had previously been discussed using Evohome but considered too expensive. As an incremental feature to Netatmo it may now be much more reasonable to deliver. Paul will investigate. **Action - Paul**
- d) The back doors in the Main Hall need adjusting as there is a gap. **ACTION – Paul/Alan**

10. ANY OTHER BUSINESS

- a) Paul O reported that Karen had raised the issues of the leaning fencing. **ONGOING**
- b) Paul O reported it had been noticed there was an ash tree with ash die back on the other side of the fence and there could be a possible danger of collapse. **ACTION - Alec** to get Mark to look at it.
- c) Paul O reported Karen & Ann had had a tidy up of drawers/shelves etc. over half term week and had also liaised with Eileen about Pre School leaving the floors clean.
- d) 7th December has been booked for the NW/MVH Christmas Party. It had been agreed to ask for a £2 per head contribution.

11. NEXT MEETING

The next meeting will be on Tuesday 4th December

The meeting closed at 8.35pm

[Type text]

Action Summary – 6th November 2018

1. GDPR Policy is nearly there and just needs finalising. Susie will hand back to John **ACTION: Susie & John**
2. It was agreed that a review of Eileen and Virginia's Contracts of Employment was required to ensure that we are compliant with current legislation **ONGOING: Paul**
3. Floor Scrubber. Numatic, the supplier, will give a demonstration next Thursday 15th Nov at 2pm. Eileen, Alec & Alan will attend. **ACTION: Alec & Alan.**
4. The right-hand side of the fence (Green Lane side) is now leaning in and requires attention. **ACTION: Linda to speak to Seamus to arrange a quote**
5. Broken window in Main Hall. Alec has had no response to his chase-up for a quote from Croydon Windows. Alan to contact Surrey Locksmiths & Glazing to get a price. **ONGOING - Alec & Alan.**
6. Soap Dispenser: The 2 new dispensers are available when required. A second one is to be installed in the Gents. **ONGOING – Alan & Paul**
7. Roof Insulation: **ONGOING – Alan to get a quote.**
8. Plastic Sheeting Disposal: **ONGOING – Alan & Paul**
9. Paul had received an email from Suresh Pillai, Worplesdon Hall & Sports Ground and Sine Trust suggesting the formation of a group of local Village Halls may be able to get cheaper energy deals. Linda to check out if she is genuine and then liaise with Alec. **ACTION – Linda**
10. Susie to arrange for oven cleaning. **Action – Susie.**
11. Paul advised that an email had been received from the manufacturers of our existing smart thermostat, Netatmo, that they have just launched a new product allowing each radiator to be controlled independently. This is a mechanism that had previously been discussed using Evohome but considered too expensive. As an incremental feature to Netatmo it may now be much more reasonable to deliver. Paul will investigate. **Action - Paul**
12. The back doors in the Main Hall need adjusting as there is a gap. **ACTION – Paul/Alan**
13. Paul O reported it had been noticed there was an ash tree with ash die back on the other side of the fence and there could be a possible danger of collapse. **ACTION - Alec to get Mark to look at it.**