

Honingham Village Hall Management Committee

Draft Minutes of the meeting held at 4p.m, Monday 5th March 2018.

Present: Mr Ray Grant, Mrs Sally Blyth, Mrs Christine Harrison, Mrs Linda Human, Mr Brian Winchester, Mrs Julie Turner.

1. Apologies.
No apologies.
2. Minutes of previous meeting.
Read by all before the meeting and signed by Ray as a true record.
3. Matters arising.
The chairman, R.G, has asked the organiser of the "Extend" class about the stored items and things are being moved.
We can access the recoupment order when we wish. At the end of Dec. 2017, there was £4,913.18 in the account.
B.W to look for Health and Safety Policy free templates. This policy to be reviewed at our next meeting.
The easy chairs still to be sprayed.
A roller blind has been fitted in the access toilet.
July 14th was chosen for another folk dance providing Shinanikins and the village hall are both available. S.B and R.G to find out.
A possible theme for the next quiz is " The last 100 years."
We decided not to progress any further with a whist drive.
4. Toilet refurbishment.
This is now complete, except for a few small tidying up jobs. The village hall committee has paid £1,250 towards the cost of the flooring. The plumbing bill will be coming to us too. R.G to prepare draft wording for a thank you plaque.
5. Tasks for 2018.
Review the Risk Assessment policy and any other policies, including Data Protection.
Repaint the chipped walls in the hall and function room.
Improve the rear access.
Create an Asset Register.
6. Hall land registration.
Hopefully to be managed without the use of a solicitor.
7. Treasurer's report – running account.
As at 5/2/2018 there was £5,144.35 in the account.
8. Fundraising account.
C £1,900 left after paying towards the flooring.
9. Fundraising.

Some money maybe raised from the sale of refreshments at the W.W.1 exhibition on May 26th.

Future plans – Peony Day and folk dance. J.T to find out availability of the Elvis impersonator.

10. A.O.B.

An extra meeting to be held on March 14th, 11.30 a.m in order to meet Harry Carlisle and to plan for the W.W.1 Exhibition.

S.B to email a Data Protection Policy to members.

11. Date of next meeting.

Monday April 16th at 4 p.m.

DRAFT