

**Standish Village Hall Management Committee**  
**Minutes of Meeting held at Standish Village Hall**  
**On 3<sup>rd</sup> February 2016**

**1. Present:** Nigel Matfield; Pam Simonett; Ian Richens; Stanley Dicker; Gerald Hartley; John Simonett; Maree Stephens; Mike Stephens

**Apologies:** Den Smith, Keren Matfield

**2. Minutes of previous meeting and matters arising;**

Minutes of last meeting were approved and signed. Matters arising are dealt with elsewhere

**3. Treasurers report is attached**

- Access to online Lloyds account is still work in progress **ACTION GH**
- Pam will email Gerald when money is paid into account for bookings **ACTION PT**
- Gerald proposed we give our tenants 1 months free rent as compensation for the disruption caused by the flood. This was agreed by the committee. GH and NM to talk to tenants about this **ACTION GH & NM**
- Issue with drafts around windows dealt with in maintenance report
- Parish Council contribution to village hall has been received

**4. Maintenance Report**

- JS has painted the vents
- Issue with plug being left in sink – plug will be removed to prevent reoccurrence
- Quote has been received for insulating in roof area for £825. Committee agreed to go ahead with this work **ACTION NM & IR**
- Electrical safety checks are probably overdue. IR to get this done ASAP. He will also check PA testing records **ACTION IR**
- Committee to look at the issue of drafts around/cold windows at the end of the building. Possibly needs some kind of insulation/secondary glazing. IR to get a price for this or look at alternatives **ACTION IR**

**5. Bookings**

- Pam reported the bookings diary is looking healthy.
- Committee agreed to keep hourly rate the same for now

**6. Marketing/website**

- New website is now live and looks great
- New brochure is now being finalised and Stan will get them printed as per the quote previously received. 300 to be printed and dispenser purchased **ACTION ST**
- We all admired the Standish Parish Council newsletter

**7. Housekeeping/cleaning**

- Tables cloths have been found
- We have had some complaints about the hand drying facilities in the toilets. Pam will investigate the price of hand dryers **ACTION PS**
- Trolley has been removed from hall

**8. Future events**

- A quiz night was suggested for 23<sup>rd</sup> April, St Georges day theme. A flyer will be produced by MS and MS. Add also needs to go into SPAN **ACTION MS & MS**
- It was agreed we would hold a Family Fun Day & BBQ on 11<sup>th</sup> June. **ACTION JS**
- Gerald suggested a Big Band Night to be held in Den's garden on 3<sup>rd</sup> or 10<sup>th</sup> July. It was thought maybe asking people to bring their own picnic and drinks. Gerald to confirm with band and report back, we are looking at approx. £150 for the band hire **ACTION GH**

**9.AOB**

- Stan talked about the chairs still being stacked too high, should be maximum of 6 in a stack. This is a potential hazard and needs addressing, Den to be advised about this and checking them when he carries out his checks **ACTION DS.**
- Huge thanks to John and Pam for a great Christmas night at Stocks Barn, a jolly good time was had by all and much merriment made.

- Stan proposed we raise the money paid to Den's to £12.50 per week. All agreed. **ACTION GH**

**Date of next meeting 4<sup>th</sup> May 2016**  
**24<sup>th</sup> November 7.30pm**