

**Standish Village Hall Management Committee**  
**Minutes of Meeting held at Standish Village hall**  
**On Thursday 19<sup>th</sup> October 2017 following the AGM**

**1.Present:**

Nigel Mattfield; Keren Mattfield; Gerald Hartley; Maree Stephens; Mike Stephens;

**Apologies:** Pam Simonett; Ian Richens; John Simonett; Stanley Dicker.

**2.Appointment of Officers**

The committee members in office last year were all prepared to stand again and were duly proposed and seconded: Chair; Nigel Mattfield, Treasurer; Gerald Hartley, Secretary; Keren Mattfield, Lettings secretary; Pam Simonett, social secretary; John Simonett  
Nigel Mattfield took the Chair

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

Minutes of last meeting approved and signed

- PCC had agreed a sign in the Car Park
- FRA for lettings to be brought forward to next meeting
- Hearing loop to be brought forward to next meeting
- Rota for caretaking to be brought forward to next meeting

**ACTION: KYM**  
**ACTION:NM/ KYM**  
**ACTION: KYM**

**4.Housekeeping/cleaning**

Lucy has agreed to do the cleaning as part of the deal for using the room behind the kitchen. She will invoice us £20 per week rather than it being deducted from her rent bill.

Agreed she should let us know if there is anything untoward following lets. Suggested that rather than taking a deposit, we should get any damage or major spillages professionally made good and charge the hirees. There could be a clause in T and C's stating this.

**5. Proposed lets**

There was considerable discussion about the status of the arrangement with Lucy. If she is to leave furniture and equipment in the room when not in use then she will need a proper rental agreement but this might mean she will have to pay business rates. Not sure if she is aware of that. Concern was expressed that the terms Agreed were particularly favourable to her but it was agreed that we should stick to the agreement already made (£8 per sq ft + nominal amount towards heating and insurance). It may be however that she will want to change the arrangement herself when she realises she has to pay business rates. GH to speak to her to see if she is aware of the BR position

**ACTION: GH**

See minutes of AGM for most recent position with letting of offices to ERFA Agreed they could use the rooms for certain courses if necessary in the meantime

**6.Car Parking**

KYM read a long report from JS and PS Following much discussion agreed it should be described as a shared car park as it is shared with the church. This to be discussed with the solicitor when sub lease of offices drawn up and explained to users of the hall. ERFA should have priority during working hours and the lettings in the evenings . Biggest problem likely to be a weekday funeral when only short notice can be given. To be carried over to next meeting

**ACTION: KYM**

**7.AOB**

None

Those present signed Trustees Declaration

**8 Date of next meeting;** to be agreed by e mail

**ACTION: KYM/NM**