**Standish Village Hall Management Committee**

**Minutes of Meeting held at 3 Crowcumpill Cottage**

**On Saturday 23rd July 2016**

**1.Present;**Nigel Mattfield (Chair) ;Keren Mattfield; Pam Simonett; Ian Richens; Gerald Hartley; John Simonett; Den Smith

**Apologies:** Maree Stephens; Mike Stephens; Stanley Dicker;

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

Minutes of last meeting approved and signed. No matters arising not dealt with elsewhere on the agenda

**3.Treasurer’s Report/budget**

Balances as at: 18th July 2016:Current a/c £1,242.39; Reserve a/c £2,513.53; Petty Cash £20.58;
Total £3,776. (Full Treasurer’s report filed with Minutes)There was a huge bill on the close of the account with N Power and the electrical tests have not yet been invoiced but otherwise finances healthy. GH has still not received a bill from the cleaners. There was a recollection that Maree knew of someone who might be able to do it. BF to next meeting **ACTION:NM/KYM**

Agreed charge £520 pa for the First Aid people to use the upper room A key needs to be kept available because of the emergency exit through the room. It needs to be emptied. NM to remove table from top of stairs and replace with a rack and dance floor may be able to go in its place. The white screen to be taken downstairs and the sewing group to be asked to remove their belongings  **ACTION:NM**

**4.Maintenance Report**

The hand-dryers have been installed at a cost of £85 each. IR is waiting for a quote to replace the top windows and is monitoring the position with regard to the heaters

**5. Lettings Secretary’s Report/Village Hall Diary**

Bookings are looking healthy and getting healthier. There was a bit of a mess after a Christening party recently so it is becoming an issue to get a deposit and check the hall after use.Smoke alarm going off may be because we can’t open the windows in the kichen BF to next meeting **ACTION:NM/KYM**

**6.Marketing/website**

Website still going well

The training for the Parish Council has been delayed. Sue Hartley will do a draft of front page

JS will let KYM have photos of Big Band Night for Facebook (now done)

Suggest ask Stan to distribute remaining brochures **ACTION:NM**

**7.Housekeeping/cleaning**

Carry over to next meeting

**8.Future events and Feedback**

Big Band night was a success Final cost to Village Hall was approximately £80 It was considered this was worthwhile and should be repeated.

**9.AOB and date of next meeting**

There was no other business and October 5th was suggested for the next meeting but this was to be confirmed. Wednesday 12th October now suggested and the next meeting will be the AGM Please let KYM know if you can make it  **ACTION:ALL**

(Also to be brought forward to next meeting-NM to discuss with IR and decide if we should put timers on heatersn and NM to find out about ‘keysafe’)