

THE PAMELA HAMBRO HALL MANAGEMENT COMMITTEE

Minutes of the meeting held on March 21st 2013

1 Present: Valerie Ashford; Graham Case; Francis Dennett; David Gray; Kevin Oakley; David Parker; Judy Parker; Su Sedgwick; Jilly Spencer; Jo Spolton.

In attendance: Hazel Lappin

2 Apologies: Graeme Gale; Marilyn Gale.

3 Minutes of last meeting

The Minutes of the meeting held on November 19th 2012 were agreed as a true record and signed by Kevin.

4 Matters Arising

Maintenance issues: several issues were highlighted - a paper towel dispenser and two new taps had been fitted in the kitchen, grab rails were agreed for the ladies' toilets, storage of chairs and tables posed an issue sometimes (Graham to provide a photo illustrating the correct procedure), thermostat on heater to be checked as working, toilet roll holder split in gents' toilet, outside lights keep tripping, two new flood lights ready to be fitted, one spot light not working, a table leg very wobbly, fridge turned off (should be left on.) Graham agreed to put up a notice asking for the fridge to be left turned on. Kevin and Graeme will deal with the other maintenance issues, several of which were already in hand.

5 Reports

Treasurer: David presented his comprehensive report which was appreciated by the committee. This showed that there had been an increase in the takings from lettings over the year, which was appreciated by all. It also helped explain part of the increase in electricity costs through higher usage. It was **agreed** that £100 be made available for the part-purchase of a replacement table tennis table (remaining costs to be met by a Valley News grant and the table tennis club itself.) David was thanked for all his work in maintaining the financial records so well.

Secretary: Graham reported on the decision to go with plastic waste sacks from June when refuse collection arrangements were changed locally. This would mean a need to keep an eye on the number of sacks remaining! Jilly agreed to manage the waste arrangements. Graham agreed to put up a sign in the kitchen regarding recyclable waste being taken home by hirers, and to review the hall lettings leaflet. After discussion it was agreed that the notice board along the kitchen wall should be for Valley clubs and events, and not for the advertising of services or goods. Graham agreed to put up a notice to this effect. He reported that TV Licensing had again checked that no live TV was watched at the hall. It was **agreed** that a revised quote be obtained from Steve Hickson for re-sanding the hall floor, together with the stage and the committee room, ready for a decision to be made at the next committee meeting. Work would be scheduled (if decided to proceed) for Easter 2014 to be as least disruptive as possible.) It was confirmed that Jo Spolton was attending her last meeting, and she was warmly thanked for all she had done in her time as Sticklebacks representative. Sticklebacks were thanked for clearing their toys ready for the pantomime. The draft Annual Report was approved with some corrections. Judy reminded the committee that she was stepping down as representative for the Gardening Club at the AGM, and Janet Bown was to take her place.

Bookings: It was reported that the hall would be used for elections to be held on May 2nd.

6 100 Club

Judy reported that the collection of subs for 2013-14 was well in hand. She felt that some 5 tickets would be available, and it was in our interest to try and sell the full complement of 100. It was stressed that as Judy was giving up the 100 club management from April, a volunteer must

be found to replace her. She was thanked for her hard work. Draws for April, May and June would be made at the next meeting.

- 7** **AOB** Francis reported that the Bowls Club were really pleased with their move to this hall – ‘the best thing we’ve ever done!’ He was grateful to everyone for their support.

The meeting ended at 9pm.

Date of next meeting: This is the AGM at 7.30pm on Thursday April 18th in the Hall.

Following the AGM, a short committee meeting will be held to appoint officers for the next year, and deal with any outstanding business (including a decision on the hall floor re-sanding, a replacement for Judy as organiser of the 100 Club, and the draws for April, May and June.)

The agenda will be provided at the AGM.