

THE PAMELA HAMBRO HALL MANAGEMENT COMMITTEE

Minutes of the meeting held on July 23rd 2012

Valerie Ashford; Graham Case; Francis Dennett; Graeme Gale; Marilyn Gale; David Gray; Kevin Oakley.

1. Present:

Apologies: Norman Baker; David Parker; Judy Parker; Su Sedgwick; Jo Spolton; Jilly Spencer.

2. Minutes of last meeting

The Minutes of the meeting held on April 23rd 2012 were agreed as a true record and signed by the chairman.

3. Matters Arising

- Maintenance issues: shelf in kitchen cupboard has been repaired. Estimate received for floor sanding - £2760. After discussion it was agreed to defer the decision as to whether to proceed until the AGM in April. It was understood that Steve Hickson may not be able to hold this quotation price until then. Kevin still to explore chair cleaning. Dishwasher has been fitted; three wall cupboards, new work surface and re-tiling to be carried out by Graeme and Kevin. Paul Kennea to tidy garden area and weed spray the car park. He has replaced an area of guttering. The fire extinguishers have been serviced. A quote had been received to replace the outside notice board on the wall – it was agreed to give Graeme permission to spend up to £325 on this and to secure the best materials for the job in discussion with the contractor.

4. Reports

The treasurer reported on the balance of £13,424.67, less than at this time last year (although much expenditure had occurred since then.) It showed an increase in income from April to date over the previous year, which was encouraging. Discussion took place regarding hire charges; it was agreed to leave these at the current rate for the next year wef September 1st. A decision about any increase to caretaking/cleaning wages would be taken at the September meeting. David was thanked for all his hard work.

The chairman raised the issue of a complaint he had received after a recent hiring. It was agreed that the secretary should write to the hirer and express concern and explain that they may not be able to hire the hall again. It was not felt appropriate to charge everyone a deposit when there were so few problems with hall hire. It was agreed that the damage to the bin should be reported to NDDC – GC to action.

The secretary had obtained three quotations for insurance. After discussion it was agreed that the secretary should proceed to agree the provider with the lowest quote provided all was at least comparable as far as provision was concerned.

Caretaking/bookings: Concern was expressed for Jilly in that the hall is so heavily used. Were any new items of equipment needed (eg high duster for cobwebs) that would assist? Questions over re-ordering of consumables were raised. Graeme agreed to maintain stocks of the appropriate items for the dishwasher. Graham to discuss these matters with Jilly. It was agreed that Graeme should purchase new racks for the dishwasher, and new emergency lights – especially one for the stage area. A new keysafe number was introduced – secretary to inform Hazel.

5. 100 Club

The draws were made for August and September.

6. **AOB:** Mike Dee informed the committee that he had purchased a record deck with his leaving present for which he was most grateful. Graham informed the committee that David Bell had resigned; Graham was asked to write to David to express the gratitude of the committee to him. It was felt that an opportunity to decorate the hall for the Jubilee had been missed – we should consider this for future such occasions. The Bowls Club thanked the committee very much for the warm welcome they had received; they felt most welcome. Committee members felt that there was no problem with people using the car park provided they were asked in advance. Kevin reported that a diamond had been found.

The meeting ended at 9.08pm with thanks from Kevin for everyone's attendance and involvement in the discussions.

Date of next meeting: This will take place at 7.30pm on Monday Sept 3rd 2012 in the Hall.

AGENDA:

1. Present
2. Apologies
3. Minutes of meeting held on July 23rd 2012; Matters Arising
4. Reports
5. 100 Club for October and November
6. Any other business
7. Date of next meeting – provisionally set as **7.00pm** on November 19th 2012 in the hall – please note start time, and duration of meeting to be no longer than one hour.