

THE PAMELA HAMBRO HALL MANAGEMENT COMMITTEE

Minutes of the meeting held on November 23rd 2011

Valerie Ashford; Graham Case; Mike Dee; Graeme Gale; Marilyn Gale; Kevin Oakley; David Parker; Judy Parker; Su Sedgwick; Jilly Spencer; Jo Spolton.

1. Present:

Apologies: David Bell; Norman Baker.

Present: Hazel Lappin; Bob Haines and Francis Dennett from Whitechurch Short Mat Bowls Club.

- 2. Short Mat Bowls Club:** Bob Haines and Francis Dennett explained why they were hoping to be able to book two sessions per week on a regular basis and become a regular hall user group. After helpful discussions, it was **agreed** nem con that this would be in order. It would be necessary to agree how best to store the two large mats – but it seemed as though two boxed-in storage units in the changing room would be a possible solution. They understood that users were flexible when necessary, and felt welcomed; Francis agreed to join the committee and become a Trustee. Club notice boards could be propped up on the stage during club events. They would be issued with hall keys. As a result of the regular Wednesday booking, hall committee meetings would have to be changed as far as venue/evening was concerned. Graham would look into the possibility of using The Crown (see next meeting details below.)

3. Minutes of last meeting

The Minutes of the meeting held on September 28th 2011 were agreed as a true record and signed by the chairman.

4. Matters Arising

- Roller blinds had been fitted and were well received. Chairs and tables stored in the small room were felt to be an improvement, but a notice reminding people that the toilet in there must be left accessible was felt necessary. Front of stage boards were better in satin paint. Minor other jobs had been carried out by Kevin and Graeme (cables, kitchen cupboard, lights.)
- Storage unit still to be examined for leaks.
- It was decided to postpone the decision on whether or not to purchase of a dishwasher to a future meeting.
- No response from HMRC had been received. (Post meeting note: response received. No PAYE necessary.)
- Members were reminded of the need to find a new treasurer wef the AGM.

5. Reports

Treasurer: Mike presented his report which showed a balance of £11,798 – some £1600 less than at the start of the financial year. He reported on one outstanding debt that could not be recovered despite great efforts on his part. It was agreed that the person concerned would not be allowed to use the hall again unless the debt was cleared and the new fee paid in advance. Mike was thanked for all his work for 10 years on our behalf.

Secretary: Graham reported that there was a new requirement to have two licences – PRS and PPL – wef next year. A new electricity contract with the same provider had resulted in improved rates.

Cleaning/Bookings: An issue had arisen with regard to the visit from the fire safety company; Graham would let them know the new key arrangements. Kevin offered to tidy the cupboard off the lobby and it was agreed to store the vacuum cleaner there. Graeme agreed to label the keys in the keybox. Kevin agreed to repair the tap in the toilet which wouldn't shut off. Hazel

reported that there had been a significant number of phone calls re arrangements for the upcoming funeral which had been difficult to manage. She would be able to access the hall's website calendar after this meeting and agreed to provide a regular users' sheet for the notice board. Graham would put up some notices asking for the disabled toilet doorway to be kept accessible.

6. **100 Club** – the draws for December and January were made.
7. **AOB:** The drawings from Sticklebacks members were praised and welcomed.

Date of next meeting: *This will take place at 7pm on Tuesday January 24th 2012 in The Crown – by kind agreement of Jack Davy. Please note change of venue and new time – this can be discussed at the meeting to ensure it is suitable for both the pub and for the committee for future meetings.*

AGENDA:

1. Present
2. Apologies
3. Minutes of meeting held on Nov 23rd 2011; Matters Arising
4. Reports
5. 100 Club for February and March; arrangements for 2012-2013
6. Any other business
7. Date of next meeting – March 27th 2012 – venue and time to be confirmed.