



## THE PAMELA HAMBRO HALL MANAGEMENT COMMITTEE

### Minutes of the meeting held on November 24th 2010

#### 1. Present

Valerie Ashford; Norman Baker; Graham Case; Mike Dee; Graeme Gale; Marilyn Gale; Kevin Oakley; David Parker; Judy Parker; Mary Rawlinson; Su Sedgwick. In attendance: Hazel Lappin, and 1 member of the public (Nigel Roberts.)

#### 2. Apologies David Bell; Jilly Spencer.

#### 3. Minutes of last meeting

The Minutes of the meeting held on September 20<sup>th</sup> 2010 were agreed as a true record and signed by the Chairman.

##### Matters Arising

- It was confirmed that the secretary should seek quotes to decorate the main hall and ceiling, small committee room, kitchen and disabled toilet, including gloss work. Paint should be washable. Graeme could supply a scaffold tower if required.
- The secretary updated the committee on the telephone line, which had now been transferred to the name of the Hall Committee. There had been less progress with the broadband provider (Opal.)
- The secretary had not yet placed an advert in the Blackmore Vale Magazine; this would now be done in January.
- Material was chosen for the drapes to hang over the notice boards when required by hall users.
- It was agreed nem con that a key box be purchased to allow occasional hirers access to the keys. Graeme Gale agreed to order this and fit it.
- It was agreed after discussion that Nigel Roberts could continue his plans to use the hall as an overnight weekend base for a school party of about 10-12 pupils to visit in March 2011. Fees required would be agreed by the committee at the next meeting.
- Graeme was to explain via a poster by the first aid box that regular users would be expected to provide their own plasters.

#### 4. Reports

Chairman: Kevin suggested that the amount of equipment stored by the Playgroup could be reconsidered as there seemed to be a number of items that perhaps were not now used. It was agreed that the plastic chairs in the storage unit were no longer required and that they should be advertised for sale in the Valley News; chairman and secretary to organise.

Treasurer: Balance at 24.11.10 was £13,026. As always, everyone thanked Mike for his work with the finances.

Secretary: Graham passed on a suggestion that a ramp be provided onto the stage area; this could make access available when the hall is full (eg during flower shows.) No decision was made.

#### 5. 100 Club – the draws for December and January were made.

#### 6. AOB: Graeme explained that he had been monitoring electricity usage, and the results were somewhat worrying as £110-worth of electricity had already been used since the last invoice. He was to attend a course run by DCA on November 30<sup>th</sup> regarding energy use, and potential savings from a village hall 'fuel club'. It was reported that the additional heating had been left on by mistake several times which of course is very wasteful. It was agreed that a minimum donation of £10 should be requested for the hire of hall tables. Kevin suggested that the small square tables might be coming to the end of their life and asked that consideration be given for replacement. It was agreed that the wooden tables from the waiting room should be discarded. Issues over debris left on the floor were discussed and resolved.

The meeting was closed at 8.31pm.

**Date of next meeting: This will take place on Wednesday January 26th at 7.30pm.**

#### **AGENDA:**

1. Present
2. Apologies
3. Minutes of meeting held on November 24th 2010; Matters Arising
4. Reports
5. 100 Club for February and March
6. Any other business
7. Date of next meeting – provisionally March 23rd 2010 at 7.30pm. Preparation for the AGM will need to be made at this meeting.