

ONLEY PARK VILLAGE HALL

Un Authorized

MINUTES

Held on WEDNESDAY 13th September 2017 at 19.30
ONLEY VILLAGE HALL

Secretary Address: 69 ONLEY PARK, RUGBY, CV23 8AW Telephone: 01788 815906

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PRESENT: Chair: Dawn Cotton, Treasurer: Lottie Smith, Cllr Bryan O'Reilly, Gavin Callard

		<u>Page 1</u>	<u>ACTION</u>
1.0	APOLOGIES		
1.1		Cllr. Lomax on holiday	Approved
2.0	MINUTES_ 5TH APRIL 2017		Approved
2.1		Signed and dated as agreed	Approved
3.0	Declaration of Interest to the Agenda	Adrian Cooper, concerning Ben Cooper Booking Clerk	Approved
4.0	Accounts		
4.1	INVOICING OF BOOKINGS	<p>Treasurer advised Figures good little outstanding with exception of youth club which is in hand and forward bookings. Committee should look at an idea that may benefit the hall prison provisional block booking in August and then failed to use the hall. Electric, Booking Clerk and Cleaning company are all on standing order and paid each month.</p> <ul style="list-style-type: none">• Booking should pay a nominal fee to prevent loss of bookings as hall not available.• AC Advised should anyone else show interest in hall on provisionally booked dates contact MTC NOVO to confirm they require booking date and if not give to new interested persons.• Same situation with youth club Chair confirmed she had spoken with the Clerk of B&OPC enquiring about this and was informed Youth club leader is not forth coming with admin.	
4.2	YOUTH CLUB	<ul style="list-style-type: none">• AC recommended Youth club leader to	All committee agreed

		<p>complete booking form for all future dates which would clearly clarify all future bookings weather Warwickshire or Northamptonshire school holidays due to discrepancy when the school holidays apply. Booking month in advance and could even book for the twelve months in advance.</p> <ul style="list-style-type: none">• BO suggested youth club leader should inform clerk who should then advise the booking clerk 24hrs prior or 24hrs after the date in question if not used. Bryan can see situations developing if we are not lenient with youth club especially as they do provide a community service function.• BO his understanding is bookings and invoicing are two separate entities entirely.• GC agreed committee required to formalize all bookings regardless of who books the hall to ensure all enquiries can be dealt with quickly.• Prisons also should advise minimum 24hrs prior to the date in question if they require to cancel and must do so.• Chair advised invoices had been raised form September 2016 through to July 2017 with exception of April and May, no log in visitor's book for these two months and waiting on the B&OPC Clerk to advise. Making the invoicing clean for the Clerk to start invoicing for September. Chair felt it was too messy for the new bookings clerk to take on these old unpaid invoices.• AC felt as marina is now open there may be more bookings become available and potentially could be advertised at the marina of the hall facilities.• LS asked should priority be given to youth club and Chair felt we committee must do as they have hired the hall for 2yrs and are regular users and they do support the community.	<p>Chair to send booking form to Clerk of B&OPC and advised If no correspondence received to cancel hall B&OPC will be held responsible for hall charges in full.</p>
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		<ul style="list-style-type: none"> GC suggested we could review in 6 months to see how it is working. For all youth club hire Chair advised B&OPC to pay via BACS and not via cheque to prevent Treasurer running to bank every time as this cost for parking and petrol and her own time, I feel is unacceptable practice currently where BACS fully the way forward. Clerk for B&OPC has the permission to pay bills via bacs through the council. 	
5.0	Signatories	Chair to update	
5.1	PREVIOUS ISSUES	<p>Chair informed committee both herself and Treasurer are now fully signed up signatories and online banking is the way all invoices are now being dealt with and is cheaper than cheques because it saves postage costs and time for Treasurer taking cheques to the bank.</p> <p>Treasurer still to have online banking login to assist her to pay invoices via online banking.</p>	LS to ensure she gets the online banking completed.
6.0	Painters	Adrian Cooper to update	
6.1	QUOTE FOR PAINTING THE HALL.	<p>1 quote received £2600 not cheapest and maybe not including skirting boards around main hall.</p> <p>Price included. Prepare and paint 2 x coats vinyl mat emulsion, walls repair and apply 2 x coats magnolia acrylic eggshell emulsion, woodwork prepare and apply 1 x Armistead water based undercoat and finish with 1 x white gloss top coat carried out to accordance British standards bag up debris, remove all masking's and paint splashes from glass and ensure all doors and windows operate freely etc.</p> <p>other painters to be approached.</p> <p>LS stated the guy who completed the roof works noticed large crack in wall at end of hall and felt a structural inspection should be undertaken.</p> <p>Chair bought large breeze block brick requiring attention under window looks like may have happened whilst combat training by the prison. Visitors booked noted brick on their arrival to the hall by youth club.</p> <p>GC suggested Cummins may be worth approaching to see what they may be able to help</p>	<p>Chair to seek quotes.</p> <p>AC volunteered to liaise with prison on this matter.</p>

		as they do voluntary/charity work.	
7.0	WINDOW CLEANING		
7.1	CHAIR TO UPDATE	Chair approached the cleaning company Visibly Clear Services who currently clean the hall and asked them to clean windows at their next convenience. They have agreed.	
8.0	PAT TESTING		
8.1	CHAIRE TO UPDATE	<p>Pat testing was completed September and wall heaters were tested at the same time and are on the main ring for electricity. Plug front in room where chairs are stored has been replaced.</p> <p>It was recommended the fuse box to be checked and pat testing to be carried out every 12 months.</p> <p>Roof has also been repaired and 6 tiles had to be replaced and cigarettes signage erected in door entrance and to the left of the building where the bench is situated plus two bins have been fixed on the righthand side of the building as you approach the entrance.</p>	
9.0	FIRE CHECK		
9.1	CHAIR TO INFORM COMMITTEE	Still to be completed, must be check sooner rather than later. Looking in to getting this done.	
10.0	Any Other Business		
10.1	GRANT FOR VILLAGE HALLS	<p>Need to chase the clerk as the grant being offered to village halls, suggestions for work to hall, Solar Panels, Container to put chairs, matts ect, to have additional use for meetings, overhead projector. Look into putting a door in wall to access container and double check roof can sustain the weight of the panels.</p> <p>Structural survey of the building resulted in remedial work being necessary then this may be something we apply for the grant funding for. ...and if we were to look at grant funding for a container we may look to install a new external doorway that would lead directly to this on the north side of the building. Again, this could potentially be grant funded work. Structural survey could advise on suitable position for such a doorway?</p>	Chair to chase up.

11.0	DATE NEXT MEETING		
11.1		To be held in the hall 21 st Feb 2018 at 19:30.	

Meeting closed at 20.35pm Chairman: Dawn Cotton 23rd September 2017

NEXT MEETING – 21st February 2018 @ 19:30