

Haslingfield Village Hall & Pavilion
Wednesday 23 October 2019 at 7.30 pm

Minutes of the Meeting

Present: Ron van der Hoorn (Chairman)(RH), Tony Adcock (Treasurer) (TA), Robert Judge (RJ), Chris Delves (CD), Clive Blower (CB), Terry Baker (TB), Alan Stevens (AS), Matt Queen (MQ) & Jacqui Cressey (Secretary) (JC) .

1. Apologies were received from: Brian Gott (BG) ?

2. Minutes of Meeting on Wednesday 14 August 2019:

- The Minutes were approved. Proposed TB, seconded TA.

3. Matters Arising:

- VH Wi-Fi parental controls need to be activated. CB agreed to activate these controls on the Wi-Fi facility in the Village Hall. **Action CB**
- VH cleaner must have Public Liability insurance. All employees / volunteers are covered by the PC policy but contractors are not. A copy of the current Public Liability Insurance has been posted on the VH Noticeboard. RH agreed to ask the temporary cleaner for a copy of her own PL Insurance. **Action RH**
- Agreement reached with Haslingfield Colts that they will pay a £10 per child contribution towards maintenance costs of the Recreation Ground commencing 2019/20 season. TA has sent an invoice for £850 to Matt Queen for payment. **Action MQ**
- **TB** asked for guidance on how much she should charge to book the new Conference Room when completed and there was a discussion on the different scale of charges currently in operation for the Village Hall space. It was recommended that all users of the spaces should pay the same and the following scale of charges was suggested:
 - Half day (4 hours) £30
 - Full Day (8-12 hours) £60- £90
 - Weekend hire for wedding Receptions (Friday eve – Sunday morning clear up) £150

Issues to still to clarify are events with music and the PPL /PRS license fee and confirmation that events serving alcohol are required to show evidence they have applied for a special alcohol licence.

4. Grounds Maintenance

- RH received a complaint from a parishioner regarding grass cuttings being left beside the Oak Tree on the recreation ground. CD commented he was not aware the tree was of special significance and will avoid depositing the grass cuttings from the Cricket Pitch there in the future.
- The recreation ground is due to be scarified during the winter months and a quote from one or two suitable groundwork contractors will be required. **Action CD, MQ**

5. Building Maintenance

- RH reported that the extension works had commenced. A temporary entrance door is in operation and a ramp will be required for this door to make it accessible. It was commented that this temporary door is not wide enough for larger wheelchairs so it will be necessary to ask O&C to open up the main entrance doors for large events such as the Little Theatre productions, the Rotary Club Jazz Night and the Village Society Social Evening in February 2020. . It was also recommended that bookings selling tickets for an event should ensure they are aware of any wheelchair users attending the event so that special arrangements can be made in advance and Stewards trained to take wheelchairs out in the event of an emergency evacuation . A portable ramp for the temporary entrance door will need to be purchased. **Action RH**

- Stage Lighting protection – **TB** reported that it is rare for any bookings to use the Theatre spotlights so to protect them from dust plastic covers will be fitted over them for the duration of the extension works
- Extra recycling bin for the VH – TA will investigate if there are any parishioners who may be happy to donate their Blue Bin that so that it can be used for extra recycling at the VH.

Action TA

- **Hall floor cleaning** – **AS** reported that it is becoming very difficult to remove the black shoe scuff marks left behind after the Youth Sports session in the Hall each week. The organiser, Jamie Seagrave is not charged a hire fee for the sessions and it was queried whether we should be charging the group for Alan’s extra cleaning time.

6. Bookings

No comments

7. AOB

Colts end of season Social – **MQ** reported that the Colts are planning to organise an end of season Family Fun Day event on the recreation ground in April 2020. TA commented that this would most likely coincide with the new kitchen installation so it will need to be for a later date in May/June instead. CD commented that the Cricket Club use the Pavillion for match teas most weekends from May- September but they can liaise together on a suitable date. MQ is still in the planning stage for the event. Action CD, MQ

8. Finance

TA presented September and October 2019 figures for the VH as follows (£):

**Haslingfield Parish Council - Village Hall Committee
Expenditure September and October
2019**

25/08/2019	Little Rose	100.80
28/08/2019	Veolia	139.26
02/09/2019	Eon - gas	96.86
03/09/2019	Eon- electricity	105.27
04/09/2019	Cambridge Water	106.26
30/09/2010	Veolia	111.41
30/09/2019	J Wright	165.57
30/09/2019	Wave	263.30
02/10/2019	Eon - gas	94.36
03/10/2019	Eon - electricity	68.50
06/10/2019	Veolia	51.30
10/10/2019	D Ginvelca	66.00
	Total	1,368.89

9. Date of the next meeting

- Confirmed as **Wednesday 15 January at 7.30 pm**

Jacqui Cressey
Secretary
18/12/2019