

**Redlake Valley Village Hall Committee Meeting**  
**18<sup>th</sup> February 2014**  
**Minutes**

**Present:** Di Cosgrove, Patrick Cosgrove, James Middleton, Christine Rogers, Jim Rogers, Peter Sherman, Becky Whitton

**Apologies:** Ian Campbell, Simon Jameson

**In attendance:** Beryl Palmer

**1. Minutes from previous meeting and matters arising:**

These were approved (proposed JR, seconded PS)

**2. Action Points from Previous Meeting**

Jim has yet to circulate the criteria that were agreed to be applied for free use of the hall, but they are already on the website and being implemented by Beryl for bookings.

**Action JR**

Beryl reported that the reaction from local people has been very positive. It was agreed that users must be informed that they are to bring their own tea and coffee and not use the small stock in the kitchen which Beryl will store and label appropriately.

**Action BP**

Becky is still looking for an electronic piano

**Action BW**

Bar a couple of small adjustments, James has completed works on the revised lighting arrangement for the hall sign. In conjunction with the illuminated bollards, it is already working, proving useful and attracting favourable comments. Peter has received a signing-off letter from the Big Lottery Fund so the paperwork side is concluded and Patrick will retain all documentation with the hall's records. Peter was thanked by the committee for commissioning and overseeing the works.

Di has yet to make recommendations for replacement table cloths.

**Action DC**

Patrick has yet to contact the Charity Commission to request changes to the Trust Document for the hall.

**Action PC**

**3. Outcome of Fire Inspection**

The formal report from the recent inspection by the Fire Service has not yet been received, but between them, Jim and Beryl reported back on the verbal feedback, Beryl having been there for the inspection and Jim having held a discussion with a Fire Service officer afterwards.

Rather than attempt to work through all the points raised as a whole committee, it was agreed that Jim, Peter and Patrick would meet at 10.00 am at the hall on Wednesday 19<sup>th</sup> March, by which time the formal report will probably have arrived. Based on this, other guidance that Jim has obtained, and the two discussions with fire officers, they will then bring recommendations back to the full committee when it meets on Thursday 10<sup>th</sup> April and hope to finalise matters then.

Patrick reported that should it be agreed to proceed with two particular recommendations, Ian had offered to install a light in the disabled toilet and oversee any additional lighting work that required building regulations.

**Actions pending**

Beryl was thanked by the committee for meeting the Fire Officer on behalf of the committee.

#### **4. AOB**

A discussion on the range and appropriateness of the events laid on at the hall concluded that although trustees should remain sensitive to any feedback from residents, there will always be people who would prefer different offerings. Suggestions made openly are very welcome as, with an AGM looming, are additional nominations to the committee.

Ideas were aired for making the AGM more of 'an event', and these discussions will continue outside the committee.

Ideas were discussed for alternatives to the strip lighting which is rather harsh and not conducive the atmosphere of some events. Again, this thought process will continue.

Patrick will investigate the feasibility of connecting an iPad to the projector.

**Action PC**

Christine was thanked for arranging with the WI for the chairs to be cleaned.

#### **5. Dates of Next Meetings**

- (1) Ordinary meeting: Thursday 10<sup>th</sup> April 7.30 pm
- (2) AGM: Tuesday 20<sup>th</sup> May 7.30 pm.