

HURSLEY PARISH HALL MANAGEMENT COMMITTEE

Minutes of a Meeting held on 25th April 2018

Attendance: Will Cameron, Kristen Tridimas, Christine Knowles, Cheryl Steele, Amanda Apps

Apologies: Alex Bell

Matters Arising from the previous minutes:

- 1 Martin Waldron will be putting up the Foresters Frames in the Archie Heath Room.
- 2 Cheryl has a quote from Warrens for replacement chairs for the Archie Heath room of £87. These are slightly lighter chairs with arms but come in many colours and are stackable. Cheryl will check to see if this is the best option before ordering. Once we are agreed Will Cameron will contact HVCA about a grant to cover.
- 3 Regular Hall Booking Poster has been displayed in the Parish Hall Display Cabinet.
 - a. It was noted that the cabinet really has seen better days and is in the wrong position currently. It was decided that it would be moved and placed on the wall of the hall by the entrance so that it is easily accessible.
- 4 Cheryl has a quote for the Screen and Projector of around £180. It was agreed for Cheryl to order.
- 5 Tony Palmer was due to arrive to fix the broken tiles when the snow came but he is scheduled for later this week.
- 6 Christine made an appointment at Santander bank to see about organising a bank account with on-line facilities and a bank card. It is a complicated business involving being over the phone rather than in branch but we need to find the Hursley Parish Hall Management Committee Constitution before we can go any further.
- 7 Christine will order a 360l recycling bin and Cheryl will get another recycling bin for inside the kitchen.
- 8 Cheryl will review the present agreement with Making Miracles and organise a meeting with Will and Christine to discuss. Once all is agreed Cheryl will organise a meeting on a Monday with Christine and Jane of Making Miracles.
- 9 The flooring in the Archie Heath Room and Toilets is going down on the 14th May.
- 10 Will is looking for some advice on the email from John Brooks regarding the Trustees of the hall.
- 11 David Killeen was due to look into the seat and hardstanding area by the hall. Will to chase including getting a grant for the work from the Parish Council and/or HVCA.
- 12 Alex Bell was due to look for the Water Meter – will check if he found it!
- 13 Removal of fencing and gardening – will check with Alex.

Any Other Business:

1. Plumber has been notified to fix the leak on the toilet.
2. New Kitchen cupboard door has been fitted free of charge after one of the fixings broke.
3. Due to safety concerns the front entrance to the hall will be locked at all times when Making Miracles is in residence. An external Bell will be fitted to alert MM of parents' arrival.
4. Cheryl to find a Post Box which can be fitted to the outside wall so that the Postman does not need to enter the building.
5. John Brooks has asked for space in the Archie Heath Room to store Parish Council paperwork.
6. Cheryl will organise with the plumber for the boiler to be replaced in the summer.

7. AGM Date set Wednesday 6th June 2018 at 8pm in the Parish Hall

Treasurers Report:

Current bank balance stands at £34.1k. total earnings are £2,000 above budget even considering the £12.4k maintenance in this year. All looking very good.

ACTION:

- Cheryl: Order Screen and Projector, obtain further quote for chairs, quote for new external display cupboard, order recycling bin for kitchen, review Making Miracles documents, check if MM bell is sufficient or if we need to purchase another, purchase Post Box, liaise with plumber re boiler, check space for Parish Council paperwork.
- Amanda: Advise John Brooks re AGM date
- Will: Contact HVCA/Parish Council re chairs and outside seat/hard standing donation, Review Making Miracles documentation (see Cheryl above), Seek advice re Trustee situation.
- Christine: Find Constitution, Set up Bank Account, Order 360l Recycling Bin, Meet with Jane of Making Miracles via Cheryl
- Alex: Removal of Fencing, check re gardening, water meter location?
- Martin: Put up Foresters Frames
- David: Quote for chair and hard standing area