

## **Brixworth Village Hall Management Committee**

**Tuesday 2<sup>nd</sup> April 2013**

### **Minutes**

#### **1. Apologies for Absence**

Amanda Pilgrim, Libby Bowers, Hayley Winscott

#### **2. Approval of March 7<sup>th</sup> minutes and matters arising.**

Dennis and Hayley made corrections re: fire alarms by email. Minutes were approved.

2.1 **Replacement Tables** – As Hayley wasn't at the meeting we were unable to deal with this point. Steve to ask Hayley if she has ordered them and how many etc.

2.2 **Users Storage** – It was unsure if Little Acorns had now signed their lease agreement – Hayley can you chase this up please and advice committee by email? Sue reported that Little Acorns have moved into the spare storage room in the basement. As Becky from LA was at the meeting, Sue asked her how and why as the cupboard had been locked after the old chairs were sold. Becky replied that it was open so they used it. Sue said that they shouldn't assume but ask if they need more storage. Sue said they could leave the stuff there in the interim but be ready to move their stuff if the cupboard is needed or we would move it. After Becky left more discussion took place and Steve said that Nick Apollo (Retro market man) would like some storage so it was agreed to inform LA shortly.

2.3 **Gutter clearance** – Dennis has approached Eddie Edwards to clear the guttering and he has agreed to do this for £60. It was also suggested that the guttering be cleared on a more regular basis. We will see how this goes this time. Proposed by Dennis, seconded by Liz

2.4 **Stairwell** – Sue reported that she had visited the hall with Neil from Blackwell consultants. He is a structural engineer/surveyor but lives in the village so said he would have look at the hall and give us some advice. Neil said that we have two major problems which need to be dealt with ASAP. 1. The stairwell which he feels is caused by the roof drainage hopper. The drainage from the roof is not draining into the hopper so the water is coming directly down the wall and now it is so wet that it basically comes straight in. He also said that the flat roof is almost certainly leaking and needs to be investigated. The water damage is already impacting on the mortar and is causing serious damage and seriously weakening the wall. Also on this side, the ivy needs to be taken down as this is damaging the guttering. 2. The drainage pipe at the front of the building by the big fire door. A tree has self rooted and caused the drain to come away from the building. Thus causing the building to move and cracks to appear. He said that a builder would need to dig down to investigate

further but he would come back and look again once the hole has been dug. The builder he recommends is Pete Billingham. It was agreed that Sue would contact Pete this week and that the committee doesn't have to meet to agree work beginning. She will ask for 2 separate quotes, one for each side of the building.

### **3. Finance including deposit account signatories.**

As Hayley wasn't at the meeting we were unable to discuss this issue. At present the signatories on the current account are Dennis, Steve, Hayley and Tony. Steve said that he wasn't a signatory on the savings account. Hayley is asked to rectify this asap.

### **4. Storage**

Sue sent a hard copy of the letter to Little Acorns and it's assumed that the letter was picked up. Matter considered closed.

### **5. Safety and Security**

**5.1 Alarms and Emergency lighting** - The new fire alarm box has been fitted. We already have a quote for lights and signage which Hayley thought the committee had given her the go ahead to get sorted. She has arranged for them to come in on Monday 8th April. (copied from Hayley's email).

**5.2 Fire Doors** – door has not been fixed. Matter on going

**5.3 Fire Risk Assessment** - Libby and Dennis have conducted a risk assessment of the building.

**5.4 Air Conditioning** – The present heating for the building is becoming a serious issue. Becky stated that the heating was hit and miss and it was a times, very cold in the building. The engineer had explained that the unit must be left on and the temperature left on the setting. Steve reported that he thought the quote for a new air conditioning unit was about £6000. Dennis asked if air conditioning was the most appropriate form of heating for the hall. There was a discussion about what would be an alternative form of heating. It was decided to explore what's on the market. What type of heating is best for us? Bobbie to ask her son, who is a heating engineer for advice and Steve to approach Nigel Eldred. It was also suggested that we ask Hayley what the yearly electricity and gas bills are. There was a small discussion following Becky's departure about what we could do if the heating does give out. Quotes etc to be brought to the next meeting.

### **6. Purchasing Traffic Cones**

It was decided that Hayley should contact the police when there is a big event on at the hall such as the retro market or blood donors so they can cone the road.

### **7. Advertising VH events for Nick Apollo**

It was decided that Sue would ensure that the outside notice board is kept up to date. Liz to give Sue Nick's number so she can contact him.

### **8. A.O.B**

1. Becky from Little Acorns came to the beginning of the meeting and raised certain issues some of which have already been addressed in these minutes.
  - The heating – see point 5.4
  - There is not real hot water in the toilets and there are having to use the boiler in the kitchen to get hot water for washing up. Steve said he would get Nigel Eldred to check the boiler in the toilets.
  - The stairwell – see point 2.4 Sue explained that it was on the agenda but that children should not be going down into the basement therefore it was not their issue. Becky assured the committee that children were not going down there.
  - The Fire door – Becky asked if this door needs to be a fire door and requested a change of use. Steve explained that this may have an impact on our insurance.
  - The gate – Becky requested that the gate is moved to the other side of the double fire doors so that they are able to use this as a safe access to the outside play area. She said that Little Acorns would contribute to any costs this would involve. Steve and Liz said that they would check on the rules and ask the Parish Council.
2. **Hall decoration** – Steve has found someone to decorate the hall. Brushes and Paint are a charity. We would need to provide the paint and make a donation to the charity.
3. **Keys to the hall** – Dennis reported that Hayley had asked him to get 3 more front door keys. Who are they for? A discussion took place about where all the keys are and who has them. A possible action may be that we need to change the front door lock so that these keys can be accounted for.

**9. Date of next meeting**

Thursday 9<sup>th</sup> May, 7.30pm at The George.

Sue to be responsible for the agenda as Dennis is away.