

CASTLETHORPE PARISH COUNCIL

Minutes of a Village Hall Committee Meeting held Thursday 20th October 2016 in the Village Hall

PRESENT: Councillors Hinds, Forgham, voting member & non-committee member Phil Ayles, Geraldine Sweetland, Sheila Forgham, Yvonne Hands, Tony Rice, Adele O'Hanlon, Steve Bradbury, Sara Montague, Richard Wontner + 2 others

The meeting commenced at 7.30 there being no public forum.

		ACTION
1	APOLOGIES FOR ABSENCE	
1.1	Scott Lester.	
2	DECLARATIONS OF INTEREST by Councillors in any agenda items below	
2.1	None	
3	APPROVE MINUTES OF THE LAST MEETING	
3.1	Item 6.1 should have Read Open Gardens not Short Matt Bowls. Proposed by D Hinds Seconded by R Forgham and agreed unanimously.	
3.2	Matters arising:	
4	To Consider Resolutions	
4.1	To consider and agree to a public excluded Part 2 of the Meeting to discuss matters in accordance with sections 100(A) of the Local Government Act 1972, as defined in Paragraphs 1 of part 1 of schedule 12A to the Act. Proposed Phil Ayles Seconded R Forgham.	
4.2	A discussion took place with regards what to do with "Lost Property" in the Hall. It was agreed that any unclaimed items after 3 Months should be given to a Charity. It was agreed to amend the Hire Form to reflect this policy.	SM
4.3	R Forgham provided details of various Electric Hand Dryers and recommended the purchase of 3 Tekflow Edge Dryers. Cost is £199.00 per Dryer. It was agreed in Principle but R Forgham to investigate how "Good" the Dryers are. Open Gardens to be approached to possible donation for the cost. Proposed R Forgham seconded D Hinds. Agreed Unanimously.	RF
4.4	A Discussion took place re the Mesh Fence at the Back of the Hall. Sheep have been getting through and causing Havoc with the Pre School Garden. D Hinds and R Forgham agreed to repair the Damage.	DH RF
4.5	A Recent Hall Hygiene inspection reported that the Hall/Kitchen would not have passed a full inspection. R Wontner has carried out a deep clean of the Kitchen to bring up to standard. A discussion took place re how to keep standards up. It was agreed that extra cleans are needed after weekend parties.	RW
4.6	Pre School advised they need a full inventory of cleaning Products used in the Village Hall. R Wontner to supply.	RW
5	FINANCIAL MATTERS	
5.1	The Finance Report supplied by S Bradbury was discussed. S Bradbury said invoicing and receipts had got behind and he would chase them up for the Next Meeting..	SB

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- 6 ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 6.1** A recent Health and Safety check for Pre School identified that the Socket covers on all the plugs should be removed as they are "illegal". R Forgham and Adele O'Hanlon to check with the School before removing the covers. RF AO
- 6.2** Dates were agreed for the Village Carol singing and Village Lights erection. Lights Saturday 26th for the Village Lights (To include Village Hall Decorations). Sunday 18th November for Carols round the Tree SM DH
- 6.3** S Bradbury to organise PAT testing for the Village Hall. Likely to be November SB
- 7 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS**
- 7.1** 22nd December 19:30. After a discussion it was agreed that Village Hall Meetings will in future be held on the 4th Thursday of the Month. ALL
- 8 Part 2**
- 8.1** A Discussion to took place regarding the need to replace the outside door locks with high-security locks for Insurance Purposes. It was agreed that T Rice would get quotes for replacing the locks with the required standard. Both main entrance and rear doors to have the same Key. It was also agreed that a new Key Holder Register would be needed. TR SB
- 8.2** A Quote has been received for installing a Blind/Screen on the Kitchen Hatch. It was agreed that we need to understand the Sound Proofing Quality before the quote is accepted. S Bradbury to "Respec" and get new quote. SB
- 8.3** Following Recent problems with the Village Hall Drains, specifically the Disabled Toilet drains. It was agreed to contact Tony Bracey (Lofty) to see if he could carry out a survey before any works are agreed to.

There being no further business the meeting closed at 20:50