SHALFORD VILLAGE HALL
MANAGEMENT COMMITTEE
MINUTES OF MEETING HELD 13th FEBRUARY 2008

PRESENT: Garry Mills (Chairman), Nicola Walton (Treasurer), Linda Golding (Secretary), Brian Turner, Lawrence Rawlinson, Jane Mills, Sara Hooper, Colin Golding, Anna Brunskill, Elizabeth Frost, Len Butcher, Ian Butcher.

APOLOGIES FOR ABSENCE: Andrew Hull,

2) Minutes of Last Meeting

The Minutes of the meeting held 10th January 2008 were approved and signed by the Chairman.

3) Election of Vice Chairman

Colin Golding was elected Vice Chairman

4) Matters Arising

- The Chairman had regretfully received the resignation of Mick Barber
  It was agreed Linda would send a letter of thanks to him for his past help.
- Sara Hooper was asked to join the Committee and she accepted
- Colin Golding informed the Committee he had joined the Parish Council
- Letter had been sent to wrong bus company regarding the school bus turning in the hall car park during the afternoon. Linda to rectify.

5) Correspondence

- Grass cutting round the swings. Parish Council using new company. Quote to be obtained by Nicola.
- Braintree DC Hygiene inspection acknowledgement.
- Play it Safe - Playing Fields and Play Area Seminar – Garry to attend
  6th March at Great Baddow Millennium Community Centre. Linda to book.
- Notice board leaflet – Doug to look into cost of new board for us.
- Essex Playing Fields – ask Parish Council to join so we can apply for grant.
- Business Development Service – free advice in running Village Halls.
- Letter sent to ECC re parking restrictions outside school.

6) Barn Dance

Anna and Sara reported to the Committee the Barn Dance was being organised

- Caller arranged at cost of £100
- Time 7 pm to 11pm on 29th March
- Tickets on sale at The George Pub £7 for adults and £3 for children
- Sausages in rolls and pizza for food
- 100 people max
- Prize for best dressed adult and child

- Advertising – leaflets and posters to go out
- Banner or board for outside hall required
- No raffle
- Lady in village offered to help with event
- 6 pm for committee to help set up on night
- George Pub to do the bar

7) Hall Hire Agreement

Jane and Garry to look at Hire Agreements and draft agreements for both hall and playing fields. To be ready for Annual General Meeting approval.

a) The hall is to be hired to show dog training group. They are willing to do something at future fetes to raise money for us.

8) Cleaning Costs

Linda had spoken to cleaner who confirmed he cleaned hall on Mondays. It was decided to leave things as they are for the time being.

9) Treasurers Report

- Balance sheet for last month was given to committee and noted.
- Linda Golding to replace Mick Barber as signature on cheques.
- Quote for hall insurance still to be obtained.

10) Future Expenditure

It was noted we could expect future expenditure to be in the region of £4000 and the income was estimated around £2200.

11) Progress with Grants

- Essex Community Foundation – Garry to organise
- Gang Mower – Doug to get some quotes which could hopefully be put Parish Council who it was understood was still holding some money for us. It was stressed they would need more than one quote.

12) Any other Business

It was brought to the committee's attention:

1) One of the Football Clubs had banged their boots on the wall and damaged it.

2) Lawrence reported: Oil tank cap was loose again. (Committee suggested: Locking cap needs to be purchased and change to Castle Oils for refilling of tank.) Rubbish had been collected and burnt, door to store room open, oil filter for tractor purchased, pruning needed to be done and volunteers were asked to help Saturday. His brother was working on bench.

3) Painting of floor in store room needed to be done.

4) New keys would be purchased for main door of hall. Regular users would be given copy of new key and notice would be put in entrance to advise of key change. Hopefully we will then be able to keep track of all keyholders. Anyone else wishing to have a key would have to contact Jane. All names would be put in key book for future reference.

5) Key for Lawrence for gateway.

6) Lawrence to prepare an external snagging list.

7) Committee would inspect hall at next meeting for internal snagging list

8) Cathryn Carlisle, the Parish Clerk, had some old stuff of Hall Committee in her cupboard which she would like removed. Thought to date back to last fete.

Date of Next Meeting Monday 10th March at 7pm

Meeting closed 9.30 pm

Signed…….. Date……..