

## Southbourne Village Hall Meeting.

27/ October / 2019

### Attended by;

Pam Dobson, Roger Gowlett, Chris and Marjorie Bullbeck, Robert and Karen Hayes. Patricia Dhrif

Apologies – Marjorie Bullbeck

### Minutes

1. Minutes read and agreed.

#### *Points Raised*

- Karen agreed to follow up with letter to Jackie Burton **Karen to action**
  - Grass cutting – Agreed to go back to original grass cutter , Dave -**Chris to make contact.**
  - Tiles in kitchen replaced, sink repaired.
  - Line dancing fees paid
  - Brownies fees Paid
  - Dragons on website- incorrect – should read second Tuesday of each month. **Karen to action**
  - New chairs have been purchased in Sutcliff room, old chairs have been donated.
2. A welcome to Patsy is new committee member.
  3. Treasurers report read and agreed.
  4. Bookings at village hall -email on booking
  5. Soundproof doors- Chris has made enquiries, so far has not been able to find supplier, however he is still looking.
  6. Cleaning job- filled – agreed to increase to £10.00 an hour. Discussed future posts and advertising.
  7. Risk assessment. Roger has had one quote, still looking for one additional quote. This is a requirement for health and safety purposes.
  8. Decorating still in progress. Offices need to be finished. -going to check if still needs doing, committee members confirmed that they did not consider that this was a requirement. Decorating has made improvement to general appearance of the hall.
  9. Vandalism at main entrance, possibly Thursday pm , Friday am 24<sup>th</sup> October. – This will need to be followed up. This is first incident for some time, discussed improvement in lighting/security lights. Updating and replacement required.
  10. Chris not able to access cupboard due to lock- Chris to follow up locksmith and key. Paperwork archives – in cupboard – not located, Chris going to try key that Parish council holds.
  11. Electrician re- security light, this needs adjusting. streetlight- Chris to follow up and request follow up quote.
  12. Section 106. We need to go back to district- request to vary – Contact person Shona Turner. - Robert and Chris to liaise. Discussed items that may be appropriate.
    - smoke detector,
    - Asbestos – facia. Needs removing and replacing
    - Soundproof doors.
    - Street light due to safer security - security lights. Above defib- back entrance due to risk assessment.
  13. Discussed private party hire- 2 young people, member of the public used toilet facility- they were approached by party member and intimidated. Discussed appropriate action was to call police. Advice given – Discussed village hall policy – Agreed to update booking form to reflect this. Booking form to be updated- Karen to update booking on website and to give Pam hard copies.

14. Parish council – hall hire. – Issues regarding use of space- Roger to follow up- No additional storage.
15. There continues to be an issue with storage, further discussions needed. Lawn mower is still stored inside.
16. Hand dryers to be placed in toilet. -To be actioned
17. Children centre leaving dirty nappies in public waste bins, unwrapped – discussed hygiene and cleaning role. Cleaner not able dispose of. Agreed that nappy bins need providing, re clinical waste karen to follow up with children’s centre. Also discussed posters to be place appropriately advising members of the public.
18. Bookings going well. Pam has private hall bookings for Christmas - Boxing day, members offered to support Pam if she needed a break.
19. Bulb in hall -blown, Pam raised concern at scorch marks. Roger to check electrics.

Next meeting . 27<sup>th</sup> Jan 2020 - AGM