

**Minutes of the meeting of Rothersthorpe Village Hall Management Committee  
held on Tuesday 1st November 2011.**

Those present: - P.J. Dickens, J. Dellar, R. Smart, J. Wood, J. Whitehouse, J. Battams, K. Kutas, P. Doran and M. Barber.

**1. Apologies.** J. Sturt, J. McCarthy C. Appleton and S. Luck.

The Secretary explained that Jane McCarthy has stood down as Table Tennis Club representative but would like to continue to be a member of the VHMC as Village News Letter representative. Clive Appleton will now represent the Table Tennis Club but was unable to attend this meeting.

**2. The minutes of the last Committee Meeting were agreed and signed by the Chairman P.J. Dickens.**

**3. Any Matters Arising.**

Mrs Kutas has photographs of the old Memorial Hall on her do list and will bring them to the next meeting.

Mrs Dellar said that the dance classes had not materialised due to not enough people attending.

Mrs Battams said that the six foot high security fencing around the school property would be going ahead before Christmas. She asked the Committee if they had any objection to a fence and gate being erected across the access to the waste bin storage area to completely seal the site. Mr Smart pointed out that the exit from the Hall close to the kitchen was a fire exit and that any barrier across the exit at the end of the Hall would need to bear the fire exit in mind and permit quick and safe exit away from the building. A panic bar or such like on the bin storage side of the proposed gate was suggested. Apart from this proviso the VHMC had no objection to the proposal. Mrs Battams explained that the new fence would be around the whole site and that close to the Village Hall entrance it would be on the Village Hall side of the low brick wall. The access into the site and the Village Hall car park would not be affected.

The problem with vermin in the roof space still persists. The School have recently had some repair work and decoration done which had cleared out a particularly problematic area in the roof space and made this area impenetrable to vermin and hopefully cured a longstanding problem. So far from visual inspection of the bait stations around the whole roof space it did not appear that there had been any mass migration of the problem to other parts of the building. Periodic monitoring of the bait station would continue and the Ratman was due for a quarterly visit at the end of November.

Amendments to the Conditions of Hire, Evacuation Procedure in the Event of an Emergency and the Standard Conditions Relating to Fire Precautions were discussed and alterations considered. The Secretary explained that the information sheets which are given to hall users on hiring the premises had not been reviewed since 2005/06. In light of recent discussions with Fire Officer Ian Greave and articles in ACREs Village Hall Forum reference to the number of persons permitted in the Hall at any one time needed to be clarified and emphasised on some information sheets. The Secretary outlined the changes which were agreed and these would be copied to the booking clerk.

**4. Committee Reports:**

**Secretary**

Letters sent to:                   School Cross Charges July to September 2011 inclusive.  
Annual Return to Charity Commission. (Completed on line)  
SNC. Food safety self- assessment completed.  
Northants Pest Control Co. Details of future inspections for vermin.

Letters received from: ACRE. Village Viewpoint,  
SNVB. September and October News.  
SNC. Food safety self- assessment.  
Robert Stretton (the Builder). Quote for decoration and repair to gent's toilet.

The Secretary said that as far as he was concerned the only advantage of Richard the Postman no longer delivering to Rothersthorpe was that mail addressed to The Village Hall, usually unsolicited, which Richard always delivered to 9, Berry Close was no longer arriving. Its destination was a mystery and Richards's absence a great loss but it does reduce the letters received column.

The quote from Robert Stretton was discussed and it was agreed that the work should go ahead. The Committee agreed that all the walls should be "creamy magnolia ish or pale beige to match the curtains". No green wall and ceilings all white, including the narrow recess around the edge of the ceiling which is currently brown. The gent's toilet unit to be beige or similar to that within the ladies toilet definitely not brown as existing.

The Secretary explained that the NCC Schedule E scale of charges on which the Cross charge arrangement with the School was based was now defunct and the School Governors were now empowered to make whatever charges they felt were appropriate. The old Schedule E charges were 2008/09 based and it was suggested that the Secretary and the Treasurer, in her capacity as Chair of School Governors, should meet and come to an agreement as to what the new charge should be. The next Cross Charge Invoice is due on 1<sup>st</sup> January 2012. The Secretary agreed to speak with Mrs Sturt on this matter

#### Treasurer

In the Treasurers absence the Secretary distributed copies of the Bank Reconciliation statement as at 31<sup>st</sup> October 2011 the Treasurer had kindly emailed to him earlier in the week.  
The Statement showed a very healthy balance of nearly £9,000.

#### Booking Clerk

The Booking Clerk said that weekend bookings were definitely picking up and that everything was going well. She had received a number of bookings for next year and there was a possibility of a Parish Council election in November. The Chairman said that this was possibly being negotiated at present as the Parish Council were not happy with having to pay for the election expenses.

#### 5. Any Other Business

Mrs Dellar said that the lights in the Committee Room were a bit temperamental particularly when being switched on. Mr Smart said that they and the lights in the kitchen and the storeroom needed complete replacing. He thought that the total cost would not be too expensive and that he would bring a price to the next meeting. It was agreed that this work should be carried out and a budget figure of £300 was set.

6. The next meeting will be held on Tuesday 10<sup>th</sup> January 2012 at 7.30pm.

There being no further business the meeting closed at 8.35pm.

Signed: .....

*P. J. Dickey*

Date: .....

*Jan 10 2012*