

**Minutes of the meeting of Rothersthorpe Village Hall Management Committee
held on Tuesday 10th January 2012.**

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

1. **Apologies.** C. Appleton and S. Luck.
2. The minutes of the last Committee Meeting were agreed and signed by the Chairman P.J. Dickens.
3. **Any Matters Arising.**

Mrs Dellar said that another dance class had taken place but was unlikely to continue as a firm booking.

Mrs Battams said that the fencing around the school was expected to commence soon. Mr. Smart asked about the gates by the bin area and Mrs Battams confirmed that these will have a crash bar on them to provide easy and quick exit in emergencies. It was also agreed that the gate at the playing field end of the bin area would not need to be padlocked once the gates at the other end of this area were in place.

The problem with vermin in the roof space still persists. Mr Doran suggested that it was time to try traps. The Secretary said he had asked the Ratman about traps and that he would not recommend them. The Secretary said he would speak with the Ratman again about this form of control.

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 the alterations were agreed. It was suggested that it would be helpful if these three conditions relating to the hire of the hall could be placed on the Village web site (www.Rothersthorpe.info.) This was agreed and Mr McCarthy said, when he joined the meeting later, that if they were emailed to him he would place them in the Village Hall section of the web site. The Secretary agreed to email the documents to Mr McCarthy.

Mr Smart said that the lights in the kitchen, Committee Room and the storeroom needed complete replacing and that he would do this in the very near future. He had a budget of £300 to work to and didn't expect this to be exceeded.

The Secretary explained that he had had a meeting with the Chair of School Governors regarding the NCC Schedule E scale of charges on which the cross charges have always been based and which now was at the Governors discretion. The Governors have discussed this matter at their meeting in November and decided to keep with the latest set of NCC charges and review the charge regularly and adjust if necessary in accordance with a national price index.

4. Committee Reports

Secretary

Letters sent to: email to Robert the Builder confirming agreement to decorating.

Letters received from: ACRE. Winter Village Viewpoint, Village Hall Forum Newsletter and letter explaining the loss of telephone and internet facilities at Northamptonshire ACRE.
SNVB. November and December News.
SNC Lottery Licence £20.0
General letter regarding Village Hall Insurance.

The decorating work carried out during the Christmas holiday period by Robert Stretton was discussed. It was explained that Robert had not completed the replacement of the toilet and screen unit in the gents toilet but that he would carry out these works in the next few weeks and would then submit his invoice for £2559 plus VAT.

The lottery licence was passed to the Treasurer for payment along with the letter regarding Village Hall Insurance.

The Secretary said he had asked Robert the Builder to provide the VHMHC with a quote for constructing a further secure cupboard in the store room and to provide a secure front to the area where the old public telephone was situated. Both of these secure areas would relieve, to a certain extent, the pressure on the storage areas in the Village Hall. It was also suggested that the small amount of decoration in the main hall should be considered this year along with some new flooring in the entrance area to the Hall as suggested by Mrs Dellar. This was agreed to be considered in this year's spending.

It was believed that the revised lease was with the School Trustees solicitor for legal agreement.

The Secretary asked if he could purchase a new Village Hall sign for the front of the Hall in the same format and colour as the school sign. This was agreed. The Secretary said he would speak with Nordis about the preparation of a sign and Mrs Battam asked if he would ask Nordis about the signs that have been agreed to deter anybody from going onto the roof of the whole building. Mrs Battams said she would provide the wording to go onto these signs.

Treasurer

The Treasurer submitted a bank reconciliation statement which showed the Village Hall accounts in a sound state of health. Expenditure is still outstanding on the decoration and gents toilets works along with changes to the lights in the kitchen, committee room and store cupboard. However even after this expenditure sufficient funds are available for this year's wish list.

The Treasurer wrote out cheques for the Lottery Licence renewal and the December Honorarium for the Booking Clerk.

Booking Clerk

The Booking Clerk said that everything was going well and that she had passed to the Treasurer over £1,000 in booking fees for the past few weeks. Advance bookings for 2012 were going very well but now that the Village hall is advertised on the web site (www.Rothersthorpe.info) she was a bit wary of some of the bookings and where they were coming from.

A new regular booking for Circuit Training and Personal Fitness on Tuesday evenings between 5.45 and 6.45 had been made and all other regular bookings were continuing as usual.

The Nursery School had an issue with the heating controls and the booking clerk said she felt that it was not very clear how this operated. Mr Smart agreed to look into this to see if the system could be made a lot clearer and simpler for Hall users.

The hirers of the Hall for the New Years Eve celebrations had suggested that it was very dark in the car park area when they left the hall. Mr Smart agreed to look at the time switches on the external lights and see if these need adjusting at all.

5. Any Other Business

Mr McCarthy joined the meeting and gave a brief explanation of the Village web site (www.Rothersthorpe.info) and the proposed Parish Plan which will be issued to all villagers in February 2012.

6. The next meeting will be held on Tuesday 6th March 2012 at 7.30pm. Mrs McCarthy gave her apologies as she will be on holiday at that time

There being no further business the meeting closed at 8.45pm.

Signed: P. J. Dickens

Date: March 6 2012