

## Henry Samuel Village Hall Committee

Minutes of the meeting held on Monday the 27<sup>th</sup> August at 19:00 in the Lawling Park Hall, Katonia Avenue, Mayland.

### 1. Welcome

Karen Ball opened the meeting at 19:05

Attendee:

Karen Ball	Carolyn Gilby	Barry Edwards	Linda Haywood
Debbie Down	Mel Clarke	Pat Wright	Rob Webb

### 2. Apologies for absence

Terry Kelly, Richard Smith.

### 3. Matters arising

The previous minutes stated incorrectly that Carolyn has a key for the Henry Samuel Hall and has been corrected. It was brought to the attention of the committee that there is a key being held by a member if the public Craig Burrige and need to be returned. It was also brought to the attention that the wrong date for the Race Night event has been sent to the Mayl and will be rectified by Debbie Down. There are still no updates on the Registry. A copy of the minutes of the HSH meeting is to be sent to the parish clerk. Karen updated the committee on applying to the CO-OP about their charity contributions and is not sure whether they will donate. Debbie has informed the committee that Tesco's may be able to help and is talking to their charity organiser Rhiain Oakley. More information will be available for the next meeting. Barry Edwards informed the committee that he is still waiting for the asbestos update from Steve Duller, should be two weeks. Carolyn confirmed that Dengie Amateur Radio collected their possessions and were very grateful.

The minutes were approved.

**4. Chairperson Karen Ball informed the committee that she has been contacted by a neighbour of the hall on the right side of the building about the overgrown bushes and that he is struggling to cut the bushes towards the back and side. It was also brought to her attention that the car park needs to be cleared too. Rob Webb will investigate the possibility of hiring a skip and Karen Ball proposed a green bin which was seconded by Barry Edwards and Carolyn will arrange for this to be done. Karen has requested some rules for hiring the hall and it was agreed that we would use the parish council ones. It has been noted that there is a large gouge across the floor of the hall and the brackets holding the heaters on the wall have come away and need to be checked. Barry has agreed to do this. There was a discussion of the possibility of an online booking system to make things easier and maybe a keypad system with a rotating code for people to access the hall. Certain concerns were raised with this system and needs to be discussed further. Karen proposed a key safe while the alterations are taking place. This was seconded by Carolyn and agreed by all. It was also agreed by all that all meetings, sub committee and full committee be held on the same day.**

**5. Councillor Barry Edwards has informed the committee that Sue Gibson is uploading the accounts to the Charity Commission and some emails have not been received and she will resend them. The Land Registry has not been started yet. Essex Council has got it but there is no paperwork yet.**

**6. Barry Edwards gave an update on behalf of Terry Kelly. He will email copies of the quotes for windows, architect fees and another electrical quote. Barry has agreed to list all the quotes that are needed which everyone has agreed to help with these. He also informed the committee that Councillor Richard Smith does want to help but is currently snowed under with work.**

**7. Treasurer Linda Haywood has informed the committee that she can't get onto the bank account until the Charity Commission updates are completed. Barry suggested the possibility of a new bank account, but Linda informed the committee that this would not work as would still have the same**

problems until the Charity is updated. The electricity bill has been changed over to Karen's address and the Council Tax email has also been changed. Linda also informed the committee that she is waiting for the new water bill as there will have to be a new direct debit.

Money from the fundraising so far is as follows:

Estate agents £125.00, boot sale £309.85 and Hearts in Harmony raffle £364.20.

The bank accounts are as follows:

Fundraising account £4,050.26 and current account £1,059.88.

It was agreed that the committee needed to purchase some more printer ink and laminating pouches.

8. Update from the sub committee held on 27<sup>th</sup> August are:

Boot sale on the 15<sup>th</sup> September, everyone helping needs to be there for 12:30.

Race night on the 27<sup>th</sup> September set up from 18:00.

Boot sale 13<sup>th</sup> October weather pending.

Christmas Extravaganza 29<sup>th</sup> December 17:00 – 21:00, stall holders allowed in from 15:00.

31<sup>st</sup> December a preliminary booking of the hall for a possible New Year's Eve event.

Sleigh date T.B.C

9. Terms of Reference meeting to be held on 29<sup>th</sup> August at 10:00 at the Henry Samuel Hall.

10. Barry Edwards to resend list of who is filling in grant forms.

11. No other business.

12. Next meeting to be held on 17<sup>th</sup> September 2019 at 19:30 in the Lawling Park Hall.

13: Meeting closed at 20:43.