**Minutes of Norton Village Hall Committee Meeting**

**Thursday 6th December, 2018, 7.30pm**

**Apologies**

Susie Dove

Hamish Gibson

Emma Brennan **Secretary**

**Approval of Minutes**

* November (previous meeting) minutes agreed and signed off.

**Finance & Legal AW**

Current Account : £ 1,653.59

Deposit Account : £ 14,706.86

* Indoor car boot from December raised net profit of £248.48 from 17 tables hired. 13 tables already booked for January event
* After AW’s discussions with Anglian & Source, it was decided that the grey water arrangements would remain unchanged
* Sarah Mansel cash for CCTV in car park: Andy B and CCTV guy to meet with Gary/Richard following Monday for on-site access & discussions.
* AW confirmed £1,500 Precept cash has been received from PC

**Legals**

* It was agreed that the website should carry regularly updated Minutes of formal meetings, but NOT financials
* Due to Council boundary changes it was noted that Norton will soon be joined with Thurston and we will lose connection with Sarah Mansel who has been very supportive. However, Thurston has huge CIL payments coming down the pipe and it was thought prudent to make representations to our own PC to see if more of this funding can be won, **action PJ & AW**

**Bookings RA**

* Everyone bar Barber Shop group has rebooked, although some overlaps with Prison Dogs
* Newly proposed pricing hikes will commence 1st April 2019. This will require notices in February
* Annual payments = no increase, and existing bookings will retain prices at booking time
* Lots of practice for RA especially (and some for PJ) with new booking system. There is a real need for a ‘Whole Building’ tab in the process and this has been relayed to Studio 2450. Email service attached to website is working quite well as a collective facility, but online bookings are still not gathering pace, nearly all are done on the phone or are at least prompted by an email initially. RA has been populating with regular bookings and PJ has uploaded better pics & docs to match new facility (incl pdf)

**Buildings, GW**

* Doug Meade will commence under-stage work in April 2019. Payment on completion. Little disruption envisaged.
* Planning app for air source heating/cooling submitted, and result expected by end Jan 2019
* GW to get quotes relating to lighting problems in main hall, eg flashing lights, starters etc
* Jobs to be tackled still include curtain track, foyer cabinet & shelf, ext lead replacement, window film, projection screen etc.

**Marketing**

* Only notes here refer to car boot signage, In-Touch, Messenger etc, **action AW & GW**

**Fundraising**

* ‘Indoor carboots’ are earmarked for Nov – March, monthly on first Sunday in each month, ie Nov 4, Dec 2, Jan 6, Feb3, March 3, **Action All**
* Equestrian table-top sale proposed by AW and agreed. Date set for Thursday Feb 28th, set-up 6pm , open 6.30-8.30pm. **Action AW to coordinate**
* ‘Valuation Day’ through Bishop & Miller, Stowmarket. March 9, 23 or 30th discussed in some detail. Needs further planning, **action All**
* More discussion on sports events day or evening, aspects of screen projection, TV licence, bar etc. RA to investigate kit hire and how it would work, **action RA.** JW to investigate TV licence**, action JW.** Performing Rights Licence apparently costs £256.72
* Again some discussion about new ideas. ‘Murder Mystery’ was suggested by ES and tabled for further discussion, **action All**

**Parish Council**

**A.O.B**

**Date of next meeting**

**Thursday 17th Jan, 7.30pm**

**Norton Village Hall**