**Minutes of Norton Village Hall Committee Meeting**

**Thursday 17th January, 2019, 7.30pm**

**Apologies**

None

Absent - Emma Brennan **Secretary**

* Emma B’s situation to be clarified for the committee, **action PJ**

**Approval of Minutes**

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

**Finance & Legal AW**

Current Account : £ 575.64

Deposit Account : £ 16,509.28

* Indoor car boot from January raised net profit of £218.94 from 17 tables hired, with 3 no-shows. February 4th car boot is fully booked, and the March event will be the last in the series
* AW to keep an eye on electricity bill trend after 2 payments were made in January rather than the usual single monthly payment. She had sent in a meter reading, so perhaps this triggered an extra payment, **action AW**

**Legals**

* Upload last month’s minutes onto website, **action PJ**
* Air Source heating/cooling Planning Permission APPROVED – see below under Buildings

**Bookings RA**

* RA reported a positive picture for bookings in general
* RA now becoming quite familiar with the website booking process. He still needs the ‘Whole Building’ reservation tab from Studio 2450 but that is due Q1 this year. 2450 are also working on Richard’s request to be able to omit certain emails when not desired within the booking process. The group email system attached to the website appears to be gaining in popularity, but only 1 person so far has tried to book online independently of Richard
* Young Farmers paid hire charge, but not deposit, **action RA**
* HG reconfirmed the problem with the wording ‘attributes’ which appears on the website via mobile, **PJ action** to investigate

**Buildings, GW**

* Training for Liz with floor scrubbing machine complete, and Comm Room floor does look much cleaner! Machine now needs new brushes, **action GW**
* Lots of jobs on the worklist done by Gary. Still to be done; window film, projector screen to fit, extension cable to be fitted when stage work in progress, shelf in foyer, tables & chairs still to be cleaned – bleach suggested, but Gary happier to try a trial steam clean when the weather warms up a bit, **action GW**
* Lighting upgrades – from Gary’s shortlist of options we have decided to go for new dimmable LED versions for a rounded price of about £3,000. Hamish asks that we try to ascertain power comparisons (old to new) for our info, but also for inclusion in fundraising pitches when trying to demonstrate improvements being made, **action GW**
* CCTV cameras require secure space for recording kit in our store room. Cost will be about £350, but Sarah Mansel & Jane Storey have committed to cover that cost on behalf of our PC. Andy B is getting an alternative quote, but cash allocation and work likely to be done before FY end, 5th April
* Committee reminded by AW that we are due to spend £5K on the stage project, £2K on insurance & fire exts, and £3K on lighting, so our deposit funds will be reducing as we go forward, hence the need to raise more cash on a regular basis
* Air source heating/cooling Planning permission PASSED! 3 years in which to do the work, under certain conditions, but at a cost of £30,000 we need to get some capital fund raising underway. Gary will go back to Kings Cooling for improved quotes for this work to rank alongside Thermal Air, **action GW**
* Car park issues, kids in cars – meeting interrupted by local resident Rachael (pre-school cleaner) very anxious about activities of kids driving around the VH carpark in the evenings when she is leaving the pre-school. She will speak to Andy B directly, and we will send a quick note to Andy who is obviously aware of the problem, **action PJ**

**Fundraising issues & events**

* For capital funding from local authorities, charitable groups and local firms it is simply essential that we can prove that the PC, our parent group, does indeed own the Village Hall. After numerous requests for copies, the Deeds are now several months outstanding. We must get a copy soon, **action PJ to chase**
* It is time we had Gillian Hilder’s detailed email about fund raising opportunities within her department of the council, **action PJ to chase**
* Apparently Sarah Mansel still has some CIL money available, **action PJ to chase**
* Indoor car boots are earmarked for 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.New poster to be posted, **action AW to coordinate**
* ‘Valuation Day’ proposed by ES through Bishop & Miller, Stowmarket, now set for March 30th and discussed in some detail. B&M provide posters, x1000 leaflet drop, plus In-Touch & Messenger all free of charge. We need to organise kitchen for soup & rolls, cake etc,  **action AW to coordinate** in ES’s absence on hols
* Feedback re required licences for in-house events at the VH; TV licence £150, ‘Temp Events Notice’ to cover entertainment (different to PRS for music & dancing) £21, temp licence for bar required each time £21, but licences not required for the likes of Pwpt presentations, videos or photo projection.
* Again some discussion about new ideas
	+ St George’s Day bash suggested by AJ
	+ ‘Murder Mystery’ was suggested by ES, including supper, and organised by external company
	+ Beetle Drive – remarkably popular and profitable last time
	+ Comedy Night – some reticence around the table
	+ Casino Night – later in the year, research required, **action ES**
	+ Pig Racing – Lions Club, Bury, to be contacted, **action AW**

**Marketing**

* Marketing research questionnaires beginning to give feedback via JW. Some interesting ideas, eg Farmers’ Market, but as yet numbers of feedback forms are quite small. We know we need to canvass the whole village to be able to offer credible data to would-be cash contributors. Need to smarten up the forms, **action JW**, and then distribute them through In-Touch, on Fb & VH website, **action ES.** They should be distributed at every event where feasible**, action All**
* No marketing entries made to VH website in PJ’s recent absence, **action PJ** to correct that
* Some concern and frustration at lack of regular events coverage in Messenger. Diana not always a good communicator but usually gets our suggested input in place on time, **action AJ** to pursue
* Feb car boot poster should be appearing automatically on Fb, but additional exposure and follow-up comments always help – **action All**
* Equestrian Table-Top poster to go into Fb, **action ES**
* Equestrian Table-Top posters to be stuck in various horsey places**, action AW&GW**
* New WhatsApp group set-up by ES
* Need to make use of ‘Next Door Norton’ to promote events to wider local community, **action ES, GW, PJ**
* Could do with more users/hirers of the VH to appear on our website. RA to approach Oran for his group, PJ to upload, **action RA & PJ**
* Must remember to take photos of events, as suggested some time ago by ES, for posting in social media & website, i-phone quality is fine, **action All**
* ‘Give As You Live’ fund raising platform to be tested with real purchases, **action AJ**

**Parish Council**

* Nothing noted at recent PC meeting re ownership Deeds for VH
* Fixed speed cameras do appear to reduce speed of traffic. ES suggested to HG that batteries are available at the garage in Norton
* No sign of an increase in Precept with more houses being built in Norton

**A.O.B**

* RA has placed ‘user notice’ on Oran’s mats in the VH. They have been misused recently and left dirty.
* PJ to submit small claim for refund of planning application scaled map, £21, **action PJ**

**Date of next meeting**

**Thursday 21st February, 7.30pm**

**Norton Village Hall**