**Minutes of Norton Village Hall Management Committee Meeting**

**Thursday 5th September 2019, 7.30pm at VH**

**Apologies**

* None

**Also in attendance**

* David Etchells-Butler (DEB), Chair, Norton PC

**Approval of Minutes**

* August (previous meeting) minutes agreed and signed off

**Finance AW**

Current Account : £ 377.45

Deposit Account : £ 20,099.62

* Some cheques still in transit
* Crockery ordered as per email
* Wi-fi payment from PC not yet clear. David to provide feedback after the PC’s next meeting, but it looks like that too may have to come out of the £5,000 grant which also includes annual £1,500 grant for this year, **ACTION DEB**
* Cooks (Norwich) endorsed by committee for replacement auto roller fire shutters for kitchen. Locality grants from Wendy Turner & Harry Richardson (local Councillors) will bring in £4,200 in December awards. This money is committed for the shutters and will cover the costs of installation. **ACTION GW** to contact Cooks
* 2nd and final invoice to Kings Cooling Sols for Air Source installation agreed by committee to be paid, **ACTION AW**
* Gary to tell Adam Dowd that his bill for removal of old elec heaters will not be paid until the heaters are taken out from the kitchen and disposed of, **ACTION GW**
* Data transfer from bookings to finance, as demanded by Accountant, can be tested now that new booking system has been settled in. Test and trial, **ACTION RA, AW & HG**
* Copy of accounts to be sent to DEB for PC on a monthly basis, **ACTION AW**
* Last outstanding £25 for Pig Race sponsorship has now been paid, AN Fabrications.

**Legals All**

* Upload last month’s minutes onto website as usual, **ACTION PJ**
* AGM set for Thursday 7th Nov, 7.30pm at VH. Emma and Hamish have posted notices in various places including Messenger. Phil to upload notice to social media, **ACTION PJ**
* Dec of Trust updating has not progressed further

Recruitment & constitution of committee

* Potentially interested parties either as committee members or new Chair include, Gavin Philp, who was invited to this meeting but didn’t show, and Alan Taylor. It is possible that Robert Lenko will seek greater involvement. Gary will talk to Lesley Parrish about possible social media secretary position, but she is already on the PC, **ACTION GW**
* Emma will post Richard’s recruitment notes in Messenger, **ACTION ES**

**Bookings RA**

* Richard reported that bookings are up and looking very healthy. Jo and Josie have rebooked their classes for next year already.
* Online system now seems to be through a number of teething problems and is working effectively. Richard reported that he is happier with the ease of operation and the effective gmail calendar

**Building, GW**

* Controls for A/C system are a little complex, and we all lack familiarity. We need to practice and to use the system. Richard and Hamish will ‘play’ with the controls tonight at the Twinning Coffee Tasting. Angie to send copy of instructions to Hamish so he can produce a clearer version, and a basic notice for the foyer saying, ‘Have you switched off the A/C?’ or similar, **ACTION AW & HG**
* Painting & decorating quotes discussed and decision taken by committee to go with Simon at SHO Cleaning & Maintenance, subject to references. £645 for painting magnolia, green & stage matt black. He is fully insured, but no VAT registered.
* EES sound & lighting works agreed by committee to improve and modernise stage lighting and sound systems in main hall and committee room at an overall cost of about £5,000. This work is included in the Air Source project and we have the finance to complete the job. Detailed quotes were discussed. TV to be included in committee room, Bose speakers either side of stage etc. Work to be triggered by Gary, and he is to check on battery charger for re-chargeable light units, **ACTION GW**
* Projector purchase deferred pending other works, eg sound-proof doors.
* Still to apply film to kitchen windows, shelf in foyer, but weed killing round the building has been done again, thanks Gary. Floor to be re-sealed once decorators have finished at an estimated cost of about £100 (quote already in)
* David requested small ‘mouse shelf’ in store room for ease of using CCTV equipment, **ACTION GW**
* Some issues for Liz with floor cleaning machine. Gary will attend to, **ACTION GW**
* Discussed next step in project ‘Big Extension’, **ACTION GW & AW** meeting architect Andrew Smith next Friday

**Marketing**

* Marketing research questionnaires – after a few minor amendments these will be ready to go to Hamish for formatting soon, **ACTION JW & HG**
* Emma will post regular reviews and updates (especially pre & post events) on the VH in Messenger and possibly on Facebook too. Phil to continue with Twitter & NDN, **ACTION ES & PJ**
* Promo posters (Equestrian TTs & Car-boots) will go back to Andy Mason for minor alterations and then be distributed for use as hard copy or via Fb, Twitter, website etc as the months progress, **ACTION AW**. First car-boot promo needs to be into the Messenger by 15th Sept.
* Angie will be assisted by Emma in phoning round target list of table takers for these events, **ACTION AW & ES**
* Gary approved to get quotes for smarter roadside signs for the same events**, ACTION GW**

**Fundraising issues & events**

* Air Source Air-Con project now fully funded, and Havebury have now paid their first £5,000 tranche (of £10K total)
* Winter car boots already agreed for Nov 3, Dec 1, Feb 2 & Mar 1, all Sundays of course, but Richard still to hear back from Oran, although no difficulties are envisaged
* Equestrian Table-top sales agreed for Nov 21 & Feb 13, Thursday evenings
* Susie has approached Andy Sedgwick (7th House) re band practice & live gig for Valentines next Feb, still awaiting feedback for a possible gig on Sat 15th Feb, **ACTION SD**

**Parish Council**

* David gave a quick update on the current status of the narrow gauge railway proposal for which ‘engineering works’ planning permission is required. Still some issues surrounding location
* CCTV appears to be working well, but it is clear from a recent waste dumping event that fairly precise timings of such events are needed if the relevant footage is to be easily isolated and examined
* Stephen Saddler (VC at PC) has taken on speed monitoring in the village as the new coordinator. Apart from coordination of batteries for speed guns, a plea was made for more 30 mph signs up The Street where regular speeding (sometimes at very high speeds) is taking place. Phil asserted that speeding problems in the village were not being taken seriously enough by the PC

**A.O.B**

* Richard announced his intended retirement from the VHMC at the end of the year after many, many years of devoted service and much success in promoting and improving the village hall.

**Dates of next meetings**

**NO OCTOBER MEETING SCHEDULED**

**AGM**

**Thursday 7th November, 7.30pm**

**At Norton Village Hall**