

# Enstone Parish Hall Management Committee

## Minutes

**Date: Monday 3 December 2018**

**Place: Litchfield Room**

**Present: Paul Johnson, Bridget Zan, Rachel Hunt, Susan Parris, Ron Bridger [Part meeting], Anthea Williams**

Item	Action
<b>1. Apologies</b> Andrew Lee, Freda Seath, Tim Burham	
<b>2. Minutes of last Meeting</b> Agreed and signed	
<b>3. Matters Arising</b> Taken as agenda items	
<b>4. Review of Hire Agreement and Deposit Charge</b> Some hirers are reluctant to return hire agreements, however it was agreed that so long as a deposit is paid, the agreement can be waived. It was also agreed that the deposit will be increased to £100.00. Rachel will amend the hire agreement accordingly.	<b>RH</b>
<b>5. Health and Safety</b> No issues to report.	
<b>6. Caretaker's Report</b> <b>General Duties carried out:</b> WD 40 applied to key safe Key made for kitchen roll holder Fire doors from lobby into corridor continue to stick – further work to be carried out Wooden tables will remain in storeroom Kitchen door slams and is dangerous – Ron will investigate Blind in main hall fixing in progress Pallets from table delivery broken up and removed	<b>RB</b>     <b>RB</b>

<p>Tom and Ron will remove fencing left by contractors [now in administration]  Cardboard packaging from tables cleared  Tom will phone council again to request glass collection as many hirers leave glass on site  Fence between hall and Sports ground will be repaired  Wire sticking out of wall in main hall to be investigated  It was agreed that new bigger toilet roll holders will be tried out. Bridget will order 1 initially</p>	<p><b>TR/RB</b></p> <p><b>TR</b></p> <p><b>RB</b></p> <p><b>BZ</b></p>
<p><b>7. Cleaning and Maintenance</b></p> <p>Cleaning issues now resolved  Painting to be carried out during the first quarter of the new Year  Alternative system of blackouts will be considered next year</p>	<p><b>RB</b></p>
<p><b>8.Hall heating update</b></p> <p>Andy to arrange repair of ground source heat exchanger backup electric heater</p> <p>Temperature seems to vary and the thermostat sometimes needs to be altered – keep under review</p>	<p><b>AL</b></p>
<p><b>9. Financial Update</b></p> <p>Bridget presented the accounts: A small profit of £206.19 was made in November. Hiring income amounted to £1544.10; this could have been better but, due to the state of the floors and the loss of heating, we had to give our regular hirers free sessions amounting to £183.15.</p> <p>£369.00 was paid for the film Swimming with Men; the evening was poorly attended and only 38 tickets were sold. A loss of around £140 is expected once details of all expenses are received.</p> <p>As usual our only late payer is Neal Edmunds who currently owes £270.00, though payment is expected eventually.</p> <p>It was agreed that Anthea will write to Neal on behalf of the committee, requesting payment of arrears by the end of December and payment within one week of being invoiced in future.</p> <p>Current earnings for the year to date are £1751.49  At the end of the month £17895.63 was held in the current account and £16798.40 in the deposit.</p>	<p><b>AW</b></p>

<p><b>10. Events Update</b></p> <p>Dates for future events were agreed as 14 June and 13 December 2019 - Tom will diary. Format to be discussed at next meeting  Next Film Night will be Friday 26 January. It was agreed to request the 'sing along' version of 'Mama Mia 2'  Further Film Night on Friday 22 March to be booked in diary and provisionally booked with Pete</p> <p>Some interest has been expressed in the village for films to be shown during school holidays for Primary aged children – to be considered if we get our own equipment  Rachel had investigated some sound systems – it was agreed to arrange a meeting at the hall to discuss alternatives suitable for our use</p>	<p><b>TR</b></p> <p><b>TR</b></p> <p><b>RH</b></p>
<p><b>11. Communications Report</b></p> <p>Rachel has updated the website, Enstone Facebook page and Next Door. Posters also put up on the notice board, Post Office and village board for 'Mama Mia 2'</p>	
<p><b>12. Hall Improvements</b></p> <p>Bridget to order wine glasses for use on Film Nights</p>	<b>BZ</b>
<p><b>13. AOB</b></p> <p>We need to obtain a 6' lockable cupboard if anyone is getting rid of one  Tom will attempt to sell the piano on Gum Tree</p>	<b>TR</b>
<p><b>13. Date of next meeting</b></p> <p><b>Monday 7 January 2019 at 7.00pm</b></p>	<b>ALL</b>