



Clubroom Management Committee Meeting

Tuesday 12th February 2008

Present: Paul Milner Julia Powell John Fieldsend Di Ellis
 John Gaskin Geoff Love Val Sorrell Jo Hunter
 Caroline Hope
 Libby Bowness and Anne Roberts from Preschool for part of the meeting

Apologies: Alan Dexter Helen James

1. Pre-School update

- 1.1** Libby Bowness (Pre-School Chair) and Anne Roberts (Pre-School Deputy Supervisor) were introduced to the Committee by Caroline Hope. Libby explained all pre-schools must have access to an outdoor play area by Sept 2008 in accordance with the Pre-School Learning Alliance. The Pre-School would like to create a tarmac outdoor play area and, if possible paint some markings on the wall and provide a garden and/or sandpit area. They are getting quotes for tarmac and wet 'n' pour surfaces. The Committee raised no objections to these proposals in principle, provided there is full access for drainage, car parking and marquees. **Pre-school**
- 1.2** Libby asked if the Clubroom gates could be made more secure, such that they are lockable at a height the children can't reach. The gates would be unlocked after every session. The Pre-School will research various gate options. **Pre-School**
- 1.3** Libby asked for clarification about the Pre-School rent charges. Val Sorrell explained morning and afternoon sessions are each charged at £12 per session, but the rent on the shorter Wednesday afternoon sessions is £6 per hour.
- 1.4** PM asked if the Pre-School have any plans to replace the shed and reminded them that the planning application for it lapsed a few years ago. JG suggested a shipping container. The Pre-School will research suitable alternatives, including a wooden structure. **Pre-School**
- 1.5** Anne thanked the Clubroom for allowing the Pre-School to leave out equipment after certain sessions, as specified by Val Sorrell. This arrangement seems to be working out well.

Anne and Libby left the meeting at this point.

2. Minutes of previous meeting/Matters arising

Minutes of January meeting were agreed and signed as accurate.

No response from Focus/B&Q as yet. PM to chase this up. **PM**

JG has fitted radiator cover.

- JG will get quotes for a gas appliance check. **JG**
- No bill as yet from D&P for the blue rolls. **JG**
- AD has 2 more light bulb replacements (these were fitted after the meeting ended).
- JG suggested either JF or AD should be present when fire risk assessment is carried out. JG reported the smoke alarm did not trigger recently when the Youth Group were cooking pancakes. PM suggested a smoke alarm should be fitted in the kitchen and he may have a spare one at home. JG agreed to fit it. **PM**
JG
- JG has fitted a new towel dispenser in ladies toilet. Has since learned this was the wrong one, so will get the correct one from Neil Robinson **JG**
- Val reported the Parish Council have now been billed at 3 hours a session.
- JG has sorted out the sticking keys in door locks.
- Helen James has thanked JG for his help in restacking the small tables.
- Posters for village shop and Thrapston noticeboard still to be produced. **PM**
- T James to be chased again for replacement light fittings. **PM**
- 3. Correspondence**
- Government consultation on thresholds received from Pam Wilton of ACRE seeking input on whether thresholds should be raised for registered charities' annual reports from the current threshold of £10k to either £25k or £50k. Deadline is 31st March, JG to investigate further for discussion at next meeting. **JG**
- 4. Hallmark Scheme**
- PM reported no formal confirmation has been received, but was told on the night of the Hallmark inspection that the Clubroom attained Level 1 standard. There are Levels 2 and 3 still to attain. Only one other village hall in East Northants has attained Level 1 and none have Level 2 or 3. PM to circulate criteria for Levels 2 & 3 for discussion at next meeting. **PM**
- 5. Caretaker items**
- 5.1** JF reported H&S checks were fine.
- 5.2** The pole that opens the Velux window blinds has jammed. JG will try to fix it. **JG**
- 5.3** The cleaning cupboard door has a hole in it which could have been made by the window blind pole? Caroline Hope to enquire whether the Pre-School knows anything about this. **CH**
- 5.4** There has been a complaint about cobwebs. An extendable duster will be purchased for this. **JF**
- 6. Bookings**
- 6.1** Val reported that Kate Henderson of Thrapston Young Farmers has clarified that they are using a company that runs bars for charity events that has its own licence for the event on 16th February. Val will confirm to her all the conditions of their booking the music must be turned down at 11.30pm and off by 12.30am, alcohol on sale until midnight only. Entrance to this event is by wrist band only – purple bands for over 18's and yellow bands for under 18's with free soft drinks for designated drivers. They will need access to the Clubroom from 6pm and must vacate by 1.30am. Kate will be contactable throughout the evening so Val has

given her number to JG and JF.

- 6.2** Payment from Stitchmarsh still needs to be chased up. **VS**
- 6.3** FOTS will need tables from the Clubroom for a number of events. VS will ask them to liaise with JF. **VS/JF**
- 6.4** An equipment loan agreement for tables, crockery, etc should be drawn up. **PM**
- 7. Marketing the Clubroom**
- 7.1** Geoff Love explained that the Hallmark scheme is an opportunity to get some good PR for the Clubroom. He has contacted Village Voice who have offered free a one page editorial; he's also awaiting a response from Village Connect. He felt the way forward was to promote current hirers such as the Youth Group and Pre-School, raise awareness of the Clubroom as a venue for events such as children's parties, and promote new hirers.
- 7.2** Geoff volunteered to design and produce an A5 insert/leaflet free of charge for The Voice, they would include this in its magazine the edition after our editorial (distribution to 3,500 households) for £100; this was voted on and agreed. JG suggested promoting weekend bookings and school holiday clubs, and recommended that Val should record where new hirers have heard about the Clubroom. **GL**
- 8. Treasurer's Report**
No bank statements received as yet, but income/expenditure summary was circulated.

DE reported the Clubroom's electricity account is in credit and gas account looks OK at the moment. Both are based on actual readings.
- 9. AOB**
Geoff Love re-iterated that the Clubroom should support the Pre-School as one of its major hirers.

Val asked whether the Pre-School could start to leave out its equipment on the Wednesdays when Katie is due to clean the floor. It was suggested that Katie could be occasionally asked to clean the kitchen instead. **VS/AD**

Date of next meeting: 7.30pm Tuesday 11th March 2008