



Management Committee Meeting

18th October 2011

Present: John Gaskin John Fieldsend Julia Powell Di Ellis
 Liz Townson Karen Cornwall Val Sorrell Alan Dexter
 Hayley Wood Paul Milner Hannah Aston

Apologies: Geoff Love

1 Minutes of last meeting and matters arising.

- 1.1 Hannah welcomed to the Committee – Di agreed to support Hannah in the Treasurer’s role through the year.
 Several bits of admin required:
 Bank Mandates to have Hannah added **DE/HA**
 Contact Details to be updated **LT**
 Charities Commission details to be updated **PM**

- 1.2 Minutes of the September meeting were agreed and signed as accurate.

- 1.3 John G has found an investment with United Trust Bank with a rate 3.35% for two years for £20K. Needs documents from those who will be signatories for the account to be able to set it up, as well as change the mandate with HSBC **JG/HA**

- 1.4 Warming cupboard – continue to research. **JP**

- 1.5 The promotional leaflet for the Clubroom - carry forward. **GL**

- 1.6 Shutter on the extractor has been fixed.

- 1.7 HASAW have altered the Fire Risk Assessment to make it the hirer’s responsibility that fire safety procedures are followed. Paul and John to discuss some of the other details of the Fire Risk Assessment. **JG/PM**

- 1.8 Cupboard needs some fixing brackets before it can be put up. **JG/JF**

- 1.9 Time capsule – something like a metal ammunition box. Hayley to continue to look for something that will be suitable. **HW**

- 1.10 Outside tap – could be fitted near the shed doors. As long as it doesn’t interfere with the opening of the shed doors and is not a hazard for the preschool children that will be OK. **HW**

- 1.11 Rings for marquee strapovers purchased, just need fixing in place. **JG**

- 1.12 150th Anniversary – Paul suggested a commemorative stone that would fit into the exterior wall. Paul to put some words together for it and Julia to approach Peter Dunn to see if he would be interested in doing it for us. **GL/PM/JP**

- 1.13 Julia to find out how much the one woman show who did 'Family Matters' would charge to put on one of her sequels now that the council has withdrawn its funding subsidy. **JP**
- 1.14 Water meter – unfortunately because we are a non-domestic user, Anglia Water say that we must have a meter with no option to revert back to non-metered billing. Need to see how much more if anything having a water meter will cost – may need to consider things like sensed taps that turn themselves off – i.e. cant be left running unattended. **DE/HA**
- 1.15 No further evidence of mice. Pestfree came back to check. Most of the bait has gone, no mice in traps.
- 1.16 Val still having reports of booking requests not getting through – Geoff has altered the way the bookings via info @Titchmarsh is done but it is still not quite right. **GL**
- 1.17 Young Farmers event – two complaints about noise and inconsiderate behaviour from this event raised at the AGM. Liz to follow up with a letter to the chair of the Young Farmers. **LT**
- 1.18 Facebook – carry forward. **GL**
- 2 Correspondence**
Thank you letter to Mrs McMahon for a donation following use of table and chairs done.
- 3 Caretaker Items/Health and Safety**
- 3.1 Cold water tap in kitchen not working properly. The Johns to have a look at it and see if we can fix it, or call a plumber in. **JG/JF**
- 3.2 PAT testing is next week, 24th October. Shop, Pavilion, Youth Group and Preschool all aware. **JF**
- 3.3 Hook that holds the door back is broken once again. John G to fix **JG**
- 3.4 Cooker – Sue Shapland from Youth Group does not feel that the oven works properly but Preschool think that it does. Paul to attend next Youth Group. Committee will test its effectiveness with pizza and chips night at the next meeting to try it out for ourselves. **PM
LT/ALL**
- 4 Bookings Update**
- 4.1 Bookings for parties have picked up. **VS**
- 4.2 Val will be away for 10 days. Hayley and Jude to manage bookings in her absence. **HW/JC**
- 5 Treasurers Report**
- 5.1 An income and expenditure summary for the month was circulated.
- 5.2 Di will take Hannah through the accounts system **DE**
- 5.3 HASAW have invoiced us for the Fire Risk assessment – to withhold until we are happy with the assessment. **PM/JG**

- 6 Phone Box**
The PC have been asked if it will be OK to take the telephony out of the phone box in the event that the Clubroom buys it. This will mean no public phone box in the village, although it is felt that it is hardly used, if at all. The insurance policy needs to be checked with regard to public liability for the phone box. **DE/HA**
- 7 Dog and Partridge sign**
We are in possession of the D&P sign (not the old one). John to hang it on the wall in the bar area. **JG**
Should the Clubroom host regular 'D and P' nights? To be discussed at next meeting. **ALL**
- 8 From the floor**
Derek Ellis passed on that his neighbour who attended the High Tea put on for the 150th celebrations would like it if more things like that could be done.

Date of Next Meeting
Tuesday 22nd November 7.30pm