



Management Committee Meeting

Wednesday 18th February 2009

Present: Paul Milner Di Ellis Alan Dexter John Gaskin
 Val Sorrell John Fieldsend Caroline Hope
 Liz Townson Julia Powell

Apologies: Jo Hunter Geoff Love

1. Minutes of previous meeting/Matters arising

- 1.1 Minutes of January meeting were agreed and signed as accurate.
- 1.2 Poster in Thrapston Town Hall building is on display.
- 1.3 Letter to Brian Tute at T James to be written. **GL**
- 1.4 Hire agreement has been amended to include TEN information where appropriate. Val bought a copy of the hiring agreement to display on notice board in the entrance hall. Paul can laminate one for display if needed.
- 1.5 Information for updated welcome packs to be submitted to Sylvia Prestwich. Geoff has already sent her information to update village website. **GL**
- 1.6 'In case of fire...' signs to be produced. Paul has sent relevant information to Jo. **JF/JH**
- 1.7 Emergency lighting has been checked. One light in the kitchen does not work. John G to 'phone Brian Tute for repair. **JG**
- 1.8 Julia is looking at any plays or pantomimes that could be performed this year. **JP**
- 1.9 Trustee's annual report for the Charity Commission is not yet complete. Paul and Di will work on this. **DE/PM**
- 1.10 Paul has updated the Clubroom's Rules of Operation and these have been circulated to the committee.
- 1.11 Caroline reported no further developments about hot meals at the Pre-School.
- 1.12 A complaints procedure for the Clubroom has been added to the hiring agreement on display in the entrance hall.
- 1.13 Piano – John G has spoken to the owners of the piano who do not want it back. Investigated selling it, but this is not feasible. It was agreed he would approach the owners about disposing of it at the tip. **JG**
- 1.14 Liz was formally elected to the committee.
- 1.15 Bouncy castle – to be discussed at next meeting.

- 2. Correspondence**
- 2.1 The Active Aging event has been rescheduled following the bad weather. A flyer is on display on the entrance hall.
- 2.2 ENDC rates are due. **PM**
- 2.3 Annual Parish Meeting is on 30.04.09. Paul will attend to give an update on the Clubroom. **PM**
- 3. Caretaker items**
- 3.1 Paul thanked John F for clearing a path through the snow to the Clubroom door in the recent bad weather. John F proposes keeping a store of salt/grit for future bad weather.
- 3.2 Tins of paint in the store room that are no longer in the current colour scheme can be disposed of. **JF**
- 4. Bookings update**
- 4.1 A cancellation fee was discussed but there are very few cancellations and it was decided not to levy one. Cancellations will be monitored and if it becomes an issue will look at it again.
- 4.2 The circuit's instructor is grateful for the extension of the introductory hire rate. Numbers at the class remain low.
- 4.3 The Afghan club will be returning.
- 4.4 Preschool are using the Clubroom on Monday mornings and all day the remainder of the weekdays.
- 4.5 There is a local election on 04.06.09 during which pre-school cannot operate. John F will open the Clubroom on that day and Alan will close.
- 5. Treasurer's Report**
- 5.1 Bank statement passed to the chair and income/expenditure summary was circulated.
- 5.2 Diane reported total payments received £903.75 and total payments due £582.52.
- 6. Outdoor Development Plans**
- 6.1 GATES - Quotes have been received for repairing the existing wrought iron gates at approx £350, new iron gates at approx £700 and new wooden gates at approx £900. Preschool have offered to contribute to the costs of the gates. A unanimous decision was made for the Clubroom to purchase new wrought iron gates (£500) and for preschool to cover the cost of fitting them. (£200) **JG**
- 6.2 FENCING OFF BIN AREA - £150 has been quoted for this job. Preschool are also paying for the area round the shed to be closed off. **JG/CH**
- 6.3 NEW SIGN -To be discussed at next meeting. **GL**
- 7. AOB**
- Alan requested that pre-school be asked not to throw away such large quantities of unused paper towels. Caroline will take this up.

Date of next meeting: 8.15pm Thursday 26th March 2009