



## Clubroom Management Committee Meeting

**Tuesday 15th July 2008**

**Present:** Paul Milner                  Di Ellis                  Alan Dexter                  Caroline Hope  
                   Julia Powell                  Val Sorrell              John Fieldsend  
                   Libby Bowness (Pre-School)

**Apologies:** Jo Hunter                  Geoff Love              John Gaskin                  Carol Bassett

**1. Minutes of previous meeting/Matters arising**

- 1.1 Minutes of June meeting were agreed and signed as accurate.
- 1.2 Alan has purchased a long-handled feather duster for clearing cob-webs from beams/ceiling.
- 1.3 Paul has marked different coloured buckets and mops with the areas they should be used for.
- 1.4 The Post-Fete Party on 4<sup>th</sup> July was attended by representatives of the Clubroom Committee. Paul accepted the proceeds cheque on behalf of the Clubroom, with thanks.
- 1.5 Di has gone ahead with quote from Allied Westminster Village Hall Guard for cover including Trustee Indemnity insurance at a cost of £676.86/yr for 3 years.
- 1.6 Toddler Group play equipment has now been sorted and packed away on shelving units.
- 1.7 Nick Pridmore has not shown interest in carrying out PAT testing so this will be done by Darren Wells next week. **JG**
- 1.8 Actions on-going/carried forwards**
- 1.8.1 Julia to check where advertising poster has been displayed in Thrapston. **JP**
- 1.8.2 Paul to draw up an equipment loan agreement. **PM**
- 1.8.3 Julia is monitoring usage of First Aid box to ensure a standard list of contents is maintained. **JP**
- 1.8.4 John G has again chased T James for a quote for repair/replacement of emergency lighting units in ceiling and free replacement of damaged wall track lights. No quote as yet received. **JG**
- 1.8.5 Hallmark Scheme work being co-ordinated by John G (low priority). **JG**

- 2. Correspondence**  
None received.
- 3. Caretaker items**
- 3.1 Health & Safety Checks**  
No issues reported other than the ongoing emergency lighting and the strip light in the kitchen.
- 3.2 Fire Risk Assessment**  
Smiths will be coming in to review our Fire Risk Assessment checklist in September. **JF**
- 3.3 PAT testing** **JG**  
This will be carried out by Darren Wells next week; he'll be asked about replacing the strip light as well.
- 4. Bookings**
- 4.1** A payment from Flower Club has not yet been received. Sylvia says it was posted last Wednesday but it has gone missing as Val has not received it. Val will double-check with Sylvia as to when it was delivered. **VS**
- 4.2** Payments for May and June from Toddler Group have not yet been received. Val will go to next week's Toddler Group to discuss with them. **VS**
- 4.3** Donna has briefly mentioned the possibility of running a keep-fit club at the Clubroom. **GL**
- 4.4** Val asked the Committee how much we charge for use of the Clubroom for elections, on 7<sup>th</sup> May and 4<sup>th</sup> June next year. It was suggested we charge the normal rate of £10/hr which Val will confirm to East Northants Council. **VS**
- 4.5** There are a few bookings for July but none for August apart from the Flower & Vegetable Show on 9<sup>th</sup> August.
- 5. Marketing the Clubroom**  
There has been a good response to the leaflet distributed with The Voice. Interest has been shown in running a keep fit class. Geoff is working on leaflets about hiring the Clubroom for children's parties and occasional usage. **GL**
- 6. Diary of Annual Events**  
Di has emailed everyone the annual diary of events/reminders. Paul has added a few items – annual boiler service (March), Pest Free annual renewal date (May for June renewal), and PAT testing (July every 2 years). Di to circulate final version. **DE**
- 7. Treasurer's Report**  
No real change to bank statement since last meeting. Income/expenditure summary was circulated.  
  
Almost £500 saved by going with Allied Westminster's 3 year deal (including Trustee Indemnity) in comparison with AON.
- 8. Preschool Development Plans**  
Caroline confirmed the Pre-School's grant application to the Co-op Community Dividend had been unsuccessful. However their grant application to Northamptonshire County Council Early Years Service for £9,990 had been successful. They still await the outcome of their grant application to Northamptonshire Community Foundation.  
  
Libby updated the Committee on the plans for an outdoor play area and improved storage facilities:

**Phase 1** - the work to lay the car park surface with tarmac will commence on 14<sup>th</sup> August, until 23<sup>rd</sup> August (including the weekend).

**Phase 2** – the current shed sits on a 16ft long concrete plinth. The Pre-School would like to purchase an 18ft x 10ft wooden shed with side entrance. This would necessitate extending the concrete plinth and Mandy has offered to do this. The old shed will be dismantled and the toys temporarily moved into the Clubroom, and then new shed delivered and assembled. The new shed will not be screened. This will take place on 10<sup>th</sup> – 12<sup>th</sup> August before the tarmac is laid.

**Phase 3a** – Libby brought some examples of playground markings to show the Committee. These were a race track, hopscotch, dragon and some coloured shapes. These were all agreed on by the Committee. The markings will be positioned so as not to overwhelm the playground area.

**Phase 3b** – Libby explained the sandpit would be a low level one with a removable cover, similar to the sandpit at the school, and confirmed the outdoor ‘posters’ would be hung up only during pre-school hours.

The playground markings will be laid and the sandpit delivered on 27<sup>th</sup> – 28<sup>th</sup> August.

Libby asked if a ‘Welcome’ sign could be positioned permanently, either outside or indoors. Decision on this pending, once the Committee have seen the sign.

**ALL**

She also asked if a chalkboard for posting notices, similar to the one at school, could be positioned outside the Clubroom. Decision pending, once tarmac has been laid.

**ALL**

Fiona Love is arranging the publicity for a grand opening of the new outdoor play area in September.

**9. Redecoration**

Probation Service will look around the Clubroom this week to assess how feasible the redecoration project is. We will only need to supply them with paint. Alternatively, we could advertise in the Titchmarsh Times for volunteers.

**AD**

**10. AOB**

Alan confirmed chairs and tables can be collected after the pre-school session on Friday for the Murder Mystery event.

Val asked the Pre-School to confirm if they definitely want to proceed with full-day sessions on Fridays.

**CH**

No response back yet from the enquiry about band practice.

**VS**

Titchmarsh Times article deadline 19<sup>th</sup> July; will decide whether to ask for painting volunteers after meeting with Probation Service.

**PM**

**Date of next meeting: 7.30pm Tuesday 12<sup>th</sup> August 2008**