



Clubroom Management Committee Meeting

Thursday 25th June 2009

Present: Paul Milner John Gaskin Di Ellis Alan Dexter
 Val Sorrell John Fieldsend Geoff Love Julia Powell
 Liz Townson Caroline Hope
Apologies: Claire Wallace Jo Hunter

1 Minutes of previous meeting/Matters arising

- 1.1 Minutes of the May meeting were agreed and signed as accurate.
- 1.2 Welcome packs – carry forward **GL**
- 1.3 Notice with pre-school number – carry forward **LT**
- 1.4 Cooker – Corvee report states that cooker is in working order. Letter from Corvee passed to John F to keep with the Health and Safety information.
- 1.5 Bouncy Castle – will be delivered on Friday with some complementary games in apology for the delay. Initially it will be on hire only in the Clubroom over the summer. Geoff to confirm the hire price.
- 1.6 Cleaning – no complaints from hirers since last meeting. John G noticed that tables used the previous weekend had lots of paint on them. Tables are not used by pre-school as too high – not sure where the paint came from. A line needs to go in the hire agreement re ensuring tables/chairs/equipment is left as founds. **JG/VS**
 Pre-school sweep floor, mop up paint spills, clean sinks and wipe surfaces on a daily basis and on Friday pm clean toilets and basins, mop toilet floor, clean kitchen surfaces, empty fridge and Hoover lobby carpet as well. Pre-school keep an informal record of how they find the hall in the mornings and have noticed that most Tuesday mornings the floor is quite dusty – Titchmarsh Babes and Folk Dancers are regular hirers Monday pm and evening. Pre-school will continue to keep a record of how they find the hall each morning. Alan has kept a diary of what cleaning is done when and will continue this for another month. Alan will buy two new brooms for sweeping the floor as requested by Pre-school
- 1.7 Fire signs - John and Val to amend the hiring agreement as suggested. **JG/VS**
 Jo's son will meet with John F and John G to look at 'in case of fire...' signs. **JG/JF**
- 1.8 Store room door – difficult to latch back. John G will see if he can get cabin hooks long enough. To check with Sam (Fireman) if kitchen door can be latched back. **JG**
- 1.9 Storm drains – Caroline discussed this with pre-school. They make every effort to keep sand away from the drains.

- 1.10 Projector screen - £10-00 has been paid for this.
- 1.11 Phil Dexter's name is coming from the Oundle Tourist Office. Caroline/Liz will ask them to update their details. **CH/LT**
- 2 Correspondence**
Village Hall Forum Service Newsletter – proposed to renew subscription of £40-00 to ACRE for the newsletter as a good way of keeping track of what other village halls are doing, grants etc. All agreed.
- 3 Caretaker Items and Health and Safety**
More rolls of white towels are needed.
Pre-school have been reminded to take down their sign on a daily basis.
Fire exit sign over main door is on when it should be off. John G to contact T James for repair/replacement. **JG**
The pest control operative has inspected the building - nothing to report.
Some concern expressed over the chalk marks outside on ground – hopefully rain will wash these away.
- 4 Bookings update**
Bookings remain steady.
Val will promote Bouncy Castle in bookings over the summer. Fliers for pre-school and school to advertise Bouncy Castle.
A new Pilates class will start over the summer on Tuesdays
Following the large wedding a further booking, paid in advance, for a wedding next year has been made.
- 5 Treasurer's report**
An income /expenditure summary was circulated and copy of bank statement passed to chair.
There is still the balance from a wedding £100-00 and the fee for hiring hall for the Elections of £160-00 to come.
- 6 New sign**
John G has looked at some more signs from J and S Pendered. He will bring more designs, colour schemes and costs to the next meeting. Geoff will do the same with some more contemporary designs. **JG/GL**
- 7 Emergency Reception Centre**
John G has completed the paperwork and given the information requested to Northants County Council Emergency Planning Office for this
- 8 AOB**
Events – The 40's Night will be 7th Nov at accost of £250-00. Julia will find out more about what is needed in terms of floor space, tables, chairs and what refreshments are suggested. Ticket price to be decided at next meeting once this information is known.
The puppet show 'Jack and the Beanstalk' will be 17th December 6pm at a cost of £200-00 plus 50% of box office profit after agreed expenses. The company provide tickets and posters and so need to know ticket price - £5-00 adults and £3-00 children was agreed. We need to provide tea for two people and allow 2 hours to set up and 50 mins to clear away. Lasts approx 1 1/2 hours with interval. **JP**

Caroline – preschool would like some more hooks put up on the hall for displaying work and would like to replace the single coat hooks in the lobby with double hooks. Pre-school can do these themselves – if they have any problems fitting them they are to advise us and we will fix them in.

They have asked that the radiator cover be fixed as well.

The fan in the boy's toilets is making a noise.

The wine chiller is not always on and pre-school use it for keeping children's lunches on. Pre-school to switch it on/off as they like as long as when it is off the door is left open.

JG

This was Caroline's last meeting – Paul thanked her for her attendance and contributions over the last two years.

Next meeting will be Wednesday 15th July at 7-30pm.