



Management Committee Meeting

Thursday 26th March 2009

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

1. Minutes of previous meeting/Matters arising

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| 1.1 | Minutes of February meeting were agreed and signed as accurate. | |
| 1.2 | Welcome packs – carry forward to next meeting. | GL |
| 1.3 | 'In case of fire...' signs – carry forward to next meeting. | JF/JH |
| 1.4 | Emergency lighting has been checked. One light in the kitchen does not work. John G to 'phone Brian Tute for repair. | JG |
| 1.5 | Julia has some details of performances that may be available. The details will be circulated to the committee; each person to select their five favourites to see what is most popular. Costs are between £500 and £800 or £200 plus half the profits. | JP/ALL |
| 1.6 | Paul and Di continue to work on the Trustees Annual Report. | PM/DE |
| 1.7 | The piano has been removed. | |
| 1.8 | The Bouncy Castle will be available for use from 6 th April. | GL |
| 1.9 | The Clubroom is zero rated for ENDC rates, therefore none are due. | |
| 1.10 | The gates have been installed. Pre-school will pay their share to the committee. Harvey will complete the fencing off of bins and pre-school shed in the Easter break. | CH |
| 1.11 | New sign – carry forward to next meeting. | GL |
| 2. | Correspondence | |
| 2.1 | Caroline has given notice of her intent to step down from the Pre-school committee in due course and therefore step down as the Pre-school representative on the Clubroom committee. She hopes to recruit a willing volunteer into this position before she steps down. | CH |
| 2.2 | Carol Bassett (Titchmarsh Babes) has written asking for clarification that the gates will always be unlocked except when Pre-school is in session. It is intended that they will and therefore she should not need a key. | PM |

- 3. Caretaker items**
- 3.1** John F confirms that the illuminated fire exit sign above the kitchen door needs to be repaired as discussed above. The latch to hold the door back has broken – John G to discuss with Brian Tute. **JG**
- 3.2** The kitchen floor is proving difficult to clean after what looks like spillages from the Pre-school. Caroline to enquire at if Pre-school know what the marks are and to ask them to seek advice of Sean Robinson to help them clean them off. **CH**
- 3.3** The pest control man has been and confirms no more mice.
- 4. Bookings update**
- 4.1** There have been three TEN requests – the Barn Dance, Shop Quiz and another private fund raising quiz. All were approved. Nine TENs have been approved so far which includes the regular village events such as Trees and Trimmings, Harvest Supper. Three remain.
- 4.2** A wedding reception in June means that the Clubroom will essentially be in use from 4pm 5th June to 12 noon 7th June. It was agreed to charge £150 to cover the whole period. **VS**
- 4.3** It was agreed that John F and Val should be informed if any tables, chairs, crockery etc are lent out from the Clubroom. John G wondered if there should be a charge for this. This has been discussed at previous meetings and agreed that loan of the equipment is free but a donation to the clubroom funds would be encouraged and that the borrower would be made aware of their responsibility for any losses/breakages. **ALL**
- 5. Treasurer's Report**
- 5.1** An income/expenditure summary was circulated to the committee. The direct debit for electricity has risen to £46.50. The cash balance remains healthy.
- 6. Outdoor Development Plans**
- 6.1** Covered in matters arising
- 7. AOB**
- 7.1** Vandalism – John F discovered beer cans and cigarette butts in the car park area and the Pre-school plant pots had been disturbed. Various reports of similar incidents at the school and playing field have also been made. Paul will raise this issue at the Parish Council annual meeting and something will go in the Titchmarsh Times. If it continues to be a problem the committee will consider what further action to take. Caroline thanked John for clearing up the mess before Pre-school opened. **PM**
- 7.2** Natalie Beer possibly would like to buy the old gates at £5-00. All agreed. **JG**
- 7.3** Cones and Road closure signs – John G will ask if Michael Alderman can store these. **JG**
- 7.4** Pre-school would like to book one evening for their paediatric first aid course – 29th April is available. They also request that wherever practicable they are informed in advance if anyone needs to visit the Clubroom during Pre-School hours in order to comply with their Child Protection regulations. The Pre-school 'phone number is **07879072796** and is on all the time Pre-school is in session. **VS**
ALL
- 7.5** Pre-school are requested to use a padlock and chain that has a plastic cover to prevent damage to the new gates. Caroline will pass this on. **CH**

Date of next meeting: Tuesday 28th April 2009 @ 7.30pm