

1.15	A thank you card is to be sent to Katie for her hard work.	LT
1.16	Cooker – Youth Group had a problem with the cooker. Corvee came out to look, same engineer as before. Heat sensors have been moved to see if this helps. Call out fee was £60 but no fault could be found.	
2	Correspondence	
2.1	Information from St Johns Ambulance re First Aid training received. Check to see if this is needed.	LT
2.2	Newsletter form ACRE Village Hall Forum received. Nil of relevance to Clubroom	
2.3	Rates valuation received – Clubroom is exempt from Rates payment but see if response needed.	DE
3	Caretaker Items and Health and Safety	
3.1	Portable Appliance Testing (PAT) has been carried out with the exception of Youth Groups TV and CD player	
3.2	Pest control have carried out their scheduled inspection and everything is all OK.	
3.3	Michelle has done six hours of cleaning at £10 per hour. She would like new mop heads and a different broom – agreed that she should buy and invoice the Clubroom. There have not been any comments on the standard of cleaning other than Jude who felt the floor was not clean for Titchmarsh Babes on one occasion (during half term when Michelle was away). It was agreed that if she is able, Michelle should continue in the short term until March. At the January meeting, discuss in more detail if John F would consider taking on a combined cleaner/ caretaker role.	PM PM
3.4	New Vacuum cleaner – a Henry has been recommended. Agreed to purchase.	PM
4	Bookings update	
4.1	A weight loss club has booked the Clubroom. There is some difficulty fitting in with the Flower Club. Negotiations are ongoing.	VS
4.2	November booking schedule to be provided for Michelle to see when best time to clean might be.	VS VS
4.3	All TENs are now used. Val will give an update on the licensing laws at the next meeting.	
4.4	Instructions for hirers re what to do in the event of a fire were circulated to the committee prior to meeting. It was agreed that these should be added to the hire agreement to ensure hirers' are aware of their responsibilities.	VS
5	Treasurers report	
5.1	An income and expenditure summary was circulated and a bank statement passed to the chair.	
5.2	'Help and Safety' to be approached to provide a more competitive price for servicing the fire extinguishers. They need to be able to provide a certificate that is recognised by the insurers. Certificate from Smiths to be laminated and displayed.	JG PM
5.3	Cheque to be raised to pay for the Theatre company on the night. Bookings money will be used to pay chippy, excess will be banked.	DE

6 Bouncy Castle

6.1 No uptake so far. Val has been promoting it with booking enquiries.

7 Outdoor Development

7.1 Geoff will discuss solar panels at next meeting,

GL

8 AOB

8.1 40s night – only 43 tickets sold so far – need to sell 50 to break even. Entertainers decorate the hall; food is arranged with chip van. Raffle prizes are needed to sell on the night - entertainers like to keep these to a minimum. Must display the poster in the lobby. Stock for the bar needs to be bought

JG

8.2 Jude – has had difficulty with storeroom door. This is a known problem, just need the knack.

8.3 Agreed that Jackie Rowe should be given something in thanks for carrying out the Independent Examination

8.4 John G suggests that finding new members for the committee should be an ongoing challenge for the next year.

9 Date of next meeting – Thursday 26th November 7.30pm