



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

VILLAGE HALL COMMITTEE

Minutes of a meeting held Monday 30th March 2015 in the Memorial Library

Present: Cllr N Wenman (in the chair), Cllrs J Brockwell, R Hogben
Mrs C | Mingo
Mrs T P Layford

In attendance: The Clerk, Mrs J Cadman

1 Apologies for absence

All members were present

2 Declarations of interest

None were made

.3 Minutes of last meeting

These were agreed as a correct record of the meeting.

4. Matters arising

4d:toilet: Cllr Hogben had met with Mariella Beadsworth, who had been very helpful. Cllr Hogben would ask Mr Cassells to draw up new plans before attending a pre-application meeting.

RH

4c: Piano: it was agreed that a replacement piano should be sought, but that the usual cost of a refurbished piano, in the region of £1,000, was too high. Mrs Playford suggested looking on Freecycle, and she would also ask in church.

TP

4g gas and electricity contracts: these had been moved to British Gas, with effect from the middle of March.

5b: Paypal: Clive Mingo had helped the Clerk set up an account and thanks were recorded to him. Once the process was complete and the account up and running, this would be publicised and the agreed new procedure followed.

5. Financial Report

a) *Revenue to end of March:* the Clerk reported a total income to date for the financial year 1/4/14 to 30/3/15 of £10657. This included revenue from bookings in the previous year. Total value of bookings to the end of February 2015 was £9192. March's invoices are still to be added.

b) *Outstanding debtors:* the total of outstanding debtors to the end of February is: £395.50.

6. Booking Analysis

a) *Function on 13th June in aid of Cancer Research:* It was agreed to waive the fee for this.

b) *Future bookings:* Cllr Brockwell advised that the total of current bookings for the next nine months is £4097. There are known bookings to be added: the church youth club, Jill Thornton, Peter Elliott and the Saturday quilters. The hall had attracted new customers and members anticipated that the coming year would be as good as the last, if not better.

7. Promotional Activity

a) *Leaflet:* Mrs Playford asked Cllr Hogben to provide some new photographs for the leaflet, which would be a general one for all users. It would be A5 in size, and on the back would be bullet points of the various activities that the hall could be used for.

The leaflet will be capable of being emailed and will go on the website. The cost of the artwork for the leaflet will be £200 and this was agreed. Mrs Playford would circulate the artwork for approval before the leaflet goes to print.

TP

b) *Cycle Clubs*: this had not proved a likely source of future bookings.

c) *Database*: Mrs Playford will complete this the week after Easter.

TP

8. **Operational Issues**

a) *Outside lights*: Cllr Brockwell will attend to these.

JB

b) *Cleaner*: Cllr Brockwell is dealing with cleaning product requirements and any issues with the day to day running of the hall.

9. **Any Other Business**

a) *Display boards*: Mr Mingo had requested that the committee consider purchasing some display boards. These could be sourced at £75 each board. Cllr Hogben PROPOSED, SECONDED by Cllr Wenman, that the committee spend up to £300 on these. The exact requirements will be discussed with Mr Mingo at a meeting later in the week.

NW/RH

10 **Date of next meeting**

Meeting dates for 2015/16 will be agreed at the Annual Meeting in May.

Cllr Wenman thanked the committee for the progress made over the last 8 years. The hall would still not break even this year, but it was considerably closer to doing so.