

Main Meeting Minutes

Apologies: Hazel Jackson, Catherine Mounsey, Jane Nami, Phil Scruton, Dot Thwaite and Simon Webber

Present: Geoff Howard (Chair), Peter Capel-Cure, Suzanne Capel-Cure, Stuart Jennings, Linda King, Mel Marshall, Pauline Robson and Michelle Nelson.

Minutes of last Main Meeting : were accepted as a true record to be signed by the Chairman.

Pauline Robson was invited to speak first to enable her to return to a WI committee meeting. Pauline brought forward a complaint about the heating and the sound system not working as they should be which can be embarrassing when a guest speaker is in attendance at meetings. This was also seconded by Linda King on behalf of the Gardening Club. The committee apologised for any inconvenience but explained that some times this had been caused by both sound and heating systems being manually over-ridden by members of preceding groups and then not being reset by them afterwards. We now have a top class, commercial scale, zoned heating control system but it has become clear also we should install new fan heaters in the Main Hall before next winter.

Geoff fully intends to create a manual with simple instructions for the various systems and appliances within the Hall (*e.g heating control, I.T., film projection, fire alarm, dishwasher, basic stage lighting, induction hob, waste disposal unit*). Michelle offered to assist with this if needed. It was suggested that a 'training day' be organised for at least one member from each group to attend and then cascading the information back at their next group meeting.

Matters Arising :

- The fire alarm is working effectively but has proved to be quite 'sensitive' to pantomime pyrotechnics! Full instructions for use will be included in the manual as above.
- The toilets refurbishment continues to be on the 'wish-list' with quotes already being requested and grant application ongoing.
- Local Lotto requires further promotion.

Notes from Sub-Group Meeting

- **Village in Bloom support :**
 - After approximately 20 years of loyalty, Mr & Mrs Manton have given notice to stand down from their tireless work of keeping our village 'blooming' lovely! Geoff to talk to the Parish Council about the issue and it was also suggested that the gardening club may wish to be involved in the future. It was suggested that a leaflet drop to alert villagers of the vacancy may bring forward some interest, or breaking it up into different areas might spark some interest and competitiveness? It was also suggested that this could be a job for the Community Service lads to take some pride in or perhaps Horticap be contracted to help with since they already do the hall hanging baskets. Daily watering in summer would be the most difficult role to fill.

Secretary's Report

- Current vacancy – any volunteers?

Treasurer's Report

- Current account: £16,892, Deposit account: £23,678, Annual Income: £26,113 (includes £2,500 grants) at the end of December.
- There should be some savings from the switch in services via the Utility Aid contract.

Booking Secretary Report

The diary is quite full with a lot of the regulars re-booking which provides a large percentage of the annual income. Smart Arts have booked for 2019 and have donated an electric piano which has been very gratefully received. Compliments have been received on the new kitchen facilities. There have been a couple of wedding enquiries.

Maintenance Report

- O/S light over kitchen entrance
- Also o/s light over ex. Recycling centre and need to re-angle Snooker Room o/s light

Issues to take Forward:

1. Geoff to act on the grant application for the toilet refurbishment
2. Future consideration to replace the 60 year old fan heaters in the Main Hall
3. Promote the Local Lotto – promotion materials attached and see : www.hampsthwaite.org.uk/
4. On-going improvements to Main Hall – gather ideas from group
5. Technical systems/appliance manual to prepare and arrange training

Any other Business

- We are awaiting quotations for fire proof motorised roller shutters for the two serving hatches
- Storage cases for wine glasses?
- Storage frames for chairs?

Date(s) of next meeting(s)

Meeting closed 9:05pm

Dates for next meetings:

- Sub-group mtg: Monday 25th February @ 8.00pm
- AGM 25th March at 7.30 p.m.

Date: Signed by Chairman:

Apologies: None received

Present: Geoff Howard (Chair), Peter Capel-Cure, Mel Marshall, Stuart Jennings, Dot Thwaite, Justina Kulinska

We were very pleased to welcome Justina who was visiting to observe with a view to taking on the role of Secretary.

Minutes of last Meeting: Read and accepted as a true record (with many thanks to Shelley!)

Issues from Main Meeting:

- **Heating:** Dot brought to our attention problems voiced by the Gardening Club as a result of some heaters being left switched off. We can only reiterate our previous proposals for a way forward:
 - Add signage to remind all users to leave things as they find them
 - Create a 'manual of help sheets' on all technical systems so users are able to self-check and correct all as it should be and offer drop-in training sessions when published
 - Replacing aging fan heaters in Main Hall with new ones before next winter (GH further commented that if after this, problems continue into the future, then we might have to remove switches that are being tampered with and install an air-conditioning/climate control type system – very expensive!)
- **Fire Alarm:** Keys still missing
- **Toilet Refurbishment:** Application in progress
- **Local Lotto:** Still much in need of additional support: promotional materials to be included with all future Minutes and Agendas
- **Village in Bloom:** We confirmed that we will continue to fund the planting up of the boxes and hanging baskets around the Memorial Hall. Suggestions for the village as a whole were made as follows:
 - Contract Horticap (or HBC) to do initial planting up?
 - Seek help from Payback Team for regular weeding and dead-heading during growing season?
 - Seek local support for daily watering when needed – e.g. individuals or businesses might 'sponsor a tub' near them?

Matters Arising and Actions:

- Need to continue to try and contact Gibson Electrical with a view to quoting for fan heater replacement (PC-C, GH, MM)
- Produce 'help sheets' for technical systems (GH and SN in the first instance)
- Complete draft application for toilet refurbishment (GH)
- Promote Local Lotto (ALL)
- Take suggestions for planting up and maintain whole village flower tubs etc. to Parish Council for consideration (GH)

Treasurer's Report:

- Detailed income and expenditure statements now in preparation for scrutiny at this year's AGM
- Memorial Hall recently revalued at £700,000 (previously £329,000 in 1999). This agreed to be more realistic but will lead to some increase in our annual premium (PC-C to explore)

Booking Secretary:

- Bookings to continue to be buoyant generally and theatre groups are asking to use us as a venue once again this year.

Any other Business:

- None other than reminder about AGM

Date(s) of next meeting(s):

- Main Meeting 25th March at 7.30 p.m.
- AGM 25th March at 8.00 p.m.



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