

**Minutes of the Monthly Meeting of Naphill Village Hall & Playing Fields Council
held on Monday 6th February 2017 at 8.10pm**

Present: Peggy Ewart, Chairman
Judy Whitehouse, Secretary
Tanya Stevens, Lettings Secretary
Paul Riglar - Treasurer

Members: Cathryn Carter, Toni Green, Dave Evans, Andrew Wasilewski, Judy Redrup,
Dennis Lynch, June Lynch, Norma Clarke, Peter Williams, Ron Collins, Pam
Smith, Ruth Daly, Jill Shiu (for Gloria Leflaive)

In Attendance: Linda Clark (Naphill Festival Committee Chair)

Item	Action
<p>1. Apologies for Absence</p> <p>Sonia Goby, Sarah Bacon, Kieren Moore, Clive Lawrence, Jenny Price, Daisy Leek, Dani Bowman</p>	
<p>2. Declarations of Interest</p> <p>None received</p>	
<p>3. Declaration of Items to be Taken Under Any Other Business</p> <p>None</p>	
<p>4. Minutes of Last Meeting</p> <p>An amendment to item 5 Matters Arising was recorded - The wear on one of the benches by the ball wall is on the corner and not underneath. With this amendment the minutes of the meeting on Monday 9th January were agreed as a true record and signed by the Chairman.</p>	
<p>5. Matters Arising</p> <p>The Parish Council have sent a donation of £200 towards the tree lights. Peggy has written to thank them. Peggy has also written to the RAF to thank them for their donation.</p> <p>Playground Facilities will clear the bonfire rubbish this week. The nails still need to be cleared.</p> <p>It was suggested that turfs be put over the site which are taken up and put back afterwards. This will be considered by the firework committee.</p> <p>Asbestos report – Judy has emailed the contractor with our comments and is awaiting a response.</p> <p>Judy has submitted an application for the Village Hall Council to become a beneficiary of the Co-op Local Community Fund. A decision is expected in April.</p>	<p>Peggy E</p> <p>Andrew W</p>
<p>6. Actions Taken by the Chairman</p> <p>A letter has been received by the Parish Council advising that the war memorial is likely to become listed and we are consequently expecting contact from Historic England.</p>	

<p>Peggy has written to all Trustees and hirers asking for their suggestions for development of the village hall playing field facilities. Responses will be collated and passed to the strategic working party for consideration.</p>	
<p>7. Naphill Festival Report</p> <p>The theme is “At The Seaside”. The RAF will be giving the same support as last year and there will be a fly past by the spitfire. A new layout was circulated with the marquee facing out onto The Crick. There will be more activities this year for all different ages and a minimum donation of 50p per activity/ride was agreed. It was also suggested that a fixed price of £5 for unlimited rides be considered.</p> <p>The issue of insurance for the marquee needs to be resolved. The village hall has public liability insurance but this does not cover damage to the marquee. Linda will clarify the situation with the marquee provider.</p>	<p>Linda Clark</p>
<p>8. Treasurer’s Report</p> <p>The group expressed their thanks to Paul Riglar who has volunteered to act as our Treasurer. Paul had prepared a statement of the current financial position and this will be circulated with the minutes. In future financial information will be emailed to Trustees in advance of the meeting so that people can study the information and ask questions.</p> <p>It was agreed that the new Treasurer would review responsibilities and make a recommendation that will meet the requirements of the Financial Regulations.</p> <p>It was further agreed that we would form a Lettings sub-committee comprising Paul Riglar, Tanya Stevens, Andrew Wasilewski, June Lynch and Norma Clarke. This sub-committee would review both the draft Lettings Policy and the hire charges and make recommendations to the May meeting.</p> <p>Summary of spend under delegated authority:</p> <ul style="list-style-type: none"> • Norma - £120 for the electrician to wire the defibrillator and put up two extra lights outside main door. <p>It was further agreed that the cheque signatories need amending so that Ken Wright is removed and that Paul Riglar and Norma Clarke be added. The other two signatories are Peggy Ewart and Sarah Bacon.</p>	<p>Paul R</p> <p>Paul R</p> <p>Lettings Sub-Ctte</p> <p>Peggy E/ Paul R</p>
<p>9. Lettings Secretary’s Report</p> <p>Casual letting total for January 2017 was £120.</p> <p>Tanya has been advised that there are County Council elections on Thursday 4th May there are County elections. She will suggest that they use the small hall so that normal lets in the Main Hall can still go ahead.</p> <p>Tanya confirmed that she had recalled any invoices with increased charges. A copy of the current rates will be sent out with the minutes.</p> <p>The key inventory is almost complete.</p> <p>Progress is being made on the booking and invoicing system.</p>	<p>Tanya S</p> <p>Judy W</p> <p>Peggy E</p> <p>Paul R/ Tanya S</p>
<p>10. Strategic Plan</p> <p>Scout and Guide HQ: The kitchen will be done on 18th February. A skip is</p>	<p>Kieren/</p>

<p>required beforehand.</p> <p>Apron for ball wall: The work started today as the contract had already been given verbal approval to proceed following the decision at the December meeting. The contractor would be willing to include a 1m wide transition strip around the outside at extra cost which would prevent mud getting on to the artificial turf. After much debate the Trustees voted on the following options.</p> <p><i>Option 1</i> – either delay the contractor until further information is available about the requirement for a transition strip or allow him to proceed. Voting took place with the following result:</p> <p>Delay him 2, Not delay him 10, Abstentions 1</p> <p>It was therefore agreed by the majority that we would allow the contractor to continue with the work and the Trustees then voted on a second option.</p> <p><i>Option 2</i> – to ask the contractor to include a 1m wide transition strip $\frac{3}{4}$ way round at an additional cost of around £1,000. Voting took place with the following result:</p> <p>Include transition strip 11, not to include a transition strip 0, abstentions 2</p> <p>It was therefore AGREED that Peggy would instruct the contractor to put the strip $\frac{3}{4}$ of the way round at the cost of roughly £1000.</p> <p>Possible modifications to Bon Ami: Two quotes have been received and the third is in progress. The store room doors around the back of the hall also need replacing. It was proposed that the Bon Ami doors should be fully glazed as this would be more aesthetically pleasing. It was agreed after debate that we would wait for the final quote and then proceed with all four replacement doors at a cost of about £2,400.</p> <p>Village Hall Day: Nothing further to do at present</p> <p>Hall Floor: Waiting for formal quote to come through. Tanya will advise Dennis which date is best for the work to be carried out.</p> <p>Long Term Maintenance Plan: Peggy has contacted three surveyors; two responded with quotes for doing a condition survey and suggested improvements but one was not willing to cover all the areas we needed taking into consideration. It was proposed by Andrew Wasilewski and seconded by Ron Collins that we go ahead with Simpsons provided they could provide a sample report in advance to confirm that it was in the format we expected.</p>	<p>Dennis L</p> <p>Peggy E</p> <p>Peggy E</p> <p>Tanya S</p> <p>Peggy E</p>
<p>11. Maintenance Sub-Committee Report</p> <p>A full report was circulated prior to the meeting. There was nothing urgent to report.</p>	
<p>12. Health & Safety, incl Play Area</p> <ul style="list-style-type: none"> • The Scout Hut fire door hinges need attention • A sensor light is needed on the back door of scout hut <p>Play Area</p> <p>The Trustees discussed the report that had been produced by Sarah Bacon following her meeting with the Parish Council which was circulated in advance of the meeting. After discussion it was agreed that we would take on responsibility for the fencing, weeding and raking the bark.</p>	<p>Maintenance Sub-Committee</p>

<p>13. Fundraising Events</p> <p>It was agreed that we should invite Ian Bond and/or Mark Webster to the March meeting to discuss Classics on the Crick.</p>	<p>JW</p>
<p>14. Members Reports</p> <p>The final ever Horticultural Society AGM is on 20th March.</p> <p>The Guides Jumble Sale is on Saturday March 5th, jumble wanted.</p> <p>Tennis club lease – nothing further to report</p>	
<p>15. Any Other Business</p> <p>The Scheme and Financial Regulations will be debated at the March meeting in preparation for the AGM</p>	
<p>16. Date of Next Meeting</p> <p>Monday 6th March at 8.10 pm – Apologies in advance from Sonia Goby</p>	

The meeting closed at 10.15pm