

Corfe Village Hall Committee Meeting Minutes
Thursday 16th April, 7pm

1. Roll Call & Declaration of Conflict of Interest

- a) Attendees (alphabetical): Emma Bowers, Chris Brown, Olivia Budge, Yvonne Cunnington, Nigel Furniss, Keith Gosling, Pip Hollins, Rob Hudson.
- b) Declaration of Interest as logged on 'Register of Interest' in Conflict of Interest Policy:
 - Chris Brown as Councillor on Corfe Parish Council
 - Keith Gosling as Corfe Community Trust Clerk
- c) Minutes of 12th February meeting were signed by KG + EB (as acting co-chairs).

2. Policies & Governance

- a) Secure Information Store: Feedback from Andy Cunnington confirms that there aren't really any better 'free' options over Proton. VHC will discuss explore low cost funded platforms that would allow collaboration/Sharepoint type platforms. **ACTION: [EB] to review again with A. Moloney & J. Jackson.**
- b) Cttee Members require independent email addresses: **OVERDUE ACTION [NF,OB] to register a village hall email address.**
- c) AV Hire Policy: Committee agreed there will not be a hire charge for renting the AV equipment, however a 'User Agreement' will need to be signed by the user, which will cover the VH for damages. Document has been updated to include cost of replacement parts. Policy was approved and will be uploaded to website and used for any hires. **ACTION: [EB] organise for policy to be added to website.**
- d) AV User Guide: Has now been produced and tested by a couple of users. A copy is in the AV case. **ACTION: [EB] laminate guide for AV case.**

3. Bookings

- a) Chris Brown updated the committee that private hire bookings continue to be good for March and April, with several private hire parties most weekends.
- b) Pizza 'rota' cover: 1st May – Emma; 5th June – Nigel; 3rd July – Olivia; 7th August – Rob.
- c) Info : Summer Fair is set for 4th July 1pm – 6pm. Planning is being led by Hayley Smith & Lesley Brown; the café will be open serving drinks & ice creams during the duration.
- d) Will look to organise another Pop-Up pub in September.
- e) The idea of a Silent Disco was discussed. More to follow in due course.
- f) **ACTION: [EB + CB] Hall activities summary will be added to indoor and outside noticeboards.**

4. Finances

- a) Keith Gosling has prepared the Annual Accounts and 5 year Accounts Summary that will be circulated at the Parish Council meeting & AGM on 13th May. The Annual Summary reflects a slight increase in funds vs prior year, with income from various streams slightly above overall costs. The annual report has also been prepared and will be shared at the PC AGM next month.
- b) Info : EDF billing delays have now been resolved.

5. Hall Investments

- a) Outside Shed
 - i. **OPEN ACTION [NF] to connect power at a later date.**
 - ii. **OPEN ACTION [NF] path / paving slabs connect main patio at a later date.**

- b) Solar.
 - i. **OVERDUE ACTION [PH] Check solar usage in online SunGift App. App connectivity issues with hall wifi**

- c) Audio Visual

- i. **ACTION [RH] enquire with AV company cost to install a protective cage over ceiling projector**

- d) Hall Investment (3 year plan)

The committee discussed future investment options and topics that would benefit the hall, including a battery for the solar panels (when appropriate technology becomes available) and how to better use the patio space in all weathers. A few options were discussed including temporary and permanent options. Committee agreed to review again when some provisional proposals can be reviewed. **ACTION [NF] to get a proposal for an outside structure. [PH] to recirculate the temporary 'sail/awning' proposal.**

6. Maintenance

- a. **OPEN ACTION [NF]: benches preservative & plastic feet – weather permitting**
- b. **OPEN ACTION [RH + NF]: digitisation of old photos - ongoing**
- c. **OVERDUE ACTION [NF]: purchase spare paint of the same colour**
- d. **ACTION [RH] to do annual 3hr Emergency Light test**
- e. Info: working group planned 24/4 to pressure clean & re-sand patio and a general clean-up
- f. Info: working group planned 23/4 to clean parquet floor (quarterly)

7. 100 Club Draw

Congratulations to April's winners. These tickets will go back in for the Christmas draw:
£60 Catherine Alway
£45 Anna King
£30 Katie Gosling
£30 Barbara Coombes

8. AOB

- a) Further upgrades to hall security are under ongoing review. **ACTION [NF] to propose.**
- b) Proposal for Table Tennis equipment / grant application. **ACTION [OB] to speak to J. Harrison for preliminary discussion.**
- c) Parking – proposal behind church. **ACTION [NF] to submit prelim planning enquiry.**

9. Next Meeting. Thursday 4th June 7pm