**Minutes of Village Hall Management Committee meeting on Wednesday 18 February 2015 at Gartside**

**Present**: John Cropp– chair (JC), Janet Silver (JS) , Guy Lawrenson (GL), Pete Moody (PM)

1. **Apologies** – Paula Anderson, Liz Cropp (LC)
2. **Minutes of previous meeting on 21 January**  – agreed (subject to JS's point about the marketing budget)
3. **Matters arising**
	1. Holiday drama – still open **Action JS**
	2. Fridge – John Wingham had provided one. Ralph knew where it was **Action JC**
	3. Height barrier – the proposal had been dropped
	4. Doors – now largely OK
	5. Leaflet – LC had got a quote of 1250 for £178 (no VAT)
	6. Brockenhurst Players – GL was seeing Richard Hardiman on 20 February **Action GL**
	7. H&S and First Aid – still open **Action LC**
	8. Insurance – still open (also risk assessment) **Action PM**
4. a) **Budget** – GL reported that this had been agreed at the trust away day but the income target needed to be reduced to remove the fund-raising income.
b) **January report** – GL explained the figures shown in the results for January. He would pass on the committee's concern about the Highwood Road rents. The position was agreed to be satisfactory but the committee found the "old-style" report useful. The committee would draw up a plan for spending the "catch up" maintenance budget.
 **Action GL**
5. **Budgetary limits** – GL would prepare a note for discussion by the committee, setting out a limit for each committee member and member of staff of £150, plus expenditure authorised as part of a larger agreed budget. Immediately, it was established that work on the car park (because outside) and the understage damp (because major) were matters for the trust. Repairs to the railings and the Forest Hall door were authorised to PM in the amount of £500. Later consideration would be given to repairs to the patio.
 **Action GL, PM**
6. **Make-up of committee** – It was established that PM, LC and GL were happy to stand down as trustees but remain on the committee. That would reduce the number of trustees on the committee to the required two (JC and JS); and the number of trustees on the board much nearer to the desired six. GL would ask Tony Fessler to arrange the formalities. **Action GL**

The committee discussed whether staff should attend its meetings. It was decided that they should be invited periodically as required.

1. **AOB**
	1. (PM) A barrier was needed at the sides of the automatic doors **Action JC**
	2. (JS) The outside lights were still causing problems to the neighbours **Action PM**
	3. (JC) It was decided that it was no longer sensible or safe to move the grand piano from the stage. If a client wanted it on the floor of the hall, it would be up to them to arrange for a professional and fully insured job to be done.
2. **Next meetings**

Wednesday 18 March 2015 and Wednesday 15 April 2015, both 7.30pm at Gartside.