**Brockenhurst Village Hall Management Committee**

 **Minutes of September 2015 Meeting**

 **Held at Gartside on Wednesday 23 September 2015**

**Present:** Janet Silver, Guy Lawrenson, John Cropp, Liz Cropp, Pete Moody

**Apologies** : Paula Anderson

Minutes of the last meeting accepted.

**Matters arising:**

Tarmac swept of gravel but this will regular attention**.** The Pre-school have cleared the sand.

The “holiday camp” has been booked.

Ashtray installed on patio.

Grass cutting has been done but unsure that the service will continue. Ralph has offered to do it if the usual service has been lost. **PM to check on situation.**

**B**oundary fence has been repaired by property owner. Clearance of drainage ditch outstanding.

**Sept 10 Public Meeting**

PM gave report on public meeting held on Sept 10 re Highfield Road site. JC to clarify intentions on income.

Concern expressed on suggestion that part of car park could be lost to MUGA as all the parking is needed at times.

**Marketing and Communications.**

Latest Report received and welcomed. Excellent progress on future bookings noted.

Possible clash of dates between NADFAS and Flower Club will be looked into.

The proposal to book Clare Teal during NF Arts Festival unlikely to be very profitable but risk justified as it “puts us on the map” as a venue for high class entertainment.

We cannot accommodate “Filling Station” unless they can alter their day.

First aid training for staff approved.

Suggested that it would be more effective to hand out “What’s on leaflet” to people e.g.on Market Days and the like rather than left in Retailers. Volunteers would be required.

Proposal to initiate “Friends of Village Hall” perhaps with wine and mince pies reception near Christmas, which would also be a good occasion to show off new lighting system.

**Finance**

Hall usage figures for year to August very good and reflected in healthy surplus. For a number of reasons, however, maintenance of present surplus cannot be guaranteed. For that reason and that major renovation will eventually be required, Committee concerned that no mention made at Sept 10 public meeting of need to gain income from future use of Highfield Road site. **JC to clarify**.

**Repairs and Maintenance**

Tanking to understage area and installation of trapdoor to improve access completed satisfactorily. Thank you to Ralph and John for their efforts. Time will tell whether water-ingress problem solved.

Re-puttying of windows and fitting of window locks still to be done.

Agreed entrance hall, especially the painted doors to the main hall, needs redecoration.

**Loss of JS**

Committee learned with sadness of JS’s resignation effective end of year. Agreed it will be very difficult to replace her and it may be necessary to find more than one person.

**Autoenrolment**

TF’s report considered. Agreed to firm up recommendation at October meeting. Meanwhile, JC to clarify with TF deadline for informing staff (since done).

AOB

Proposal to purchase new projector. Possibility of sharing cost with at least one user or charging for use discussed. **GL to pursue.**

New upright vacuum cleaner required. **LC to deal with**

Agreed to dispose of number of second hand books as clearly unsaleable.