

**OVING PARISH COUNCIL
MINUTES OF VILLAGE HALL COMMITTEE
TUESDAY 10th JUNE 2014 – THE READING ROOM, OVING**

PRESENT

Ambrose McGinn (Chairman) (AMcG)
Trish Webb (TW)
Mark Cheetham (MC)
Diana Hilton-Jones (DH-J)
Mary Peeters (MP)
Jack Peeters (JP)
Andy Bolton (AP)
Sarah Westacott (SW)
Sue Severn (Parish Clerk) (SS)

APOLOGIES

Barrie Mellors (BM)

1. Declarations of interest in matters on the agenda	ACTION
None	
2. To agree minutes of last meeting held on 8 th May 2014	
Amendment to minutes agreed: Under party bookings amend no hiring to ages 13s to 19s The chairman signed the minutes as a true record	
3. Update on matters arising from previous minutes	
Premises licence application made and relevant advertisements placed. Assuming no objections should be granted on 24 th June. Report outcome.	JP
Business rates: Find out whether Oving PC will be charged a discounted rate & the relevant rules.	SS
Banking & financials: Open current account at Lloyds Bank account for Oving Village Hall. Check options with bank for internet banking to receive hire payments and refund deposits.	SS
Hall accounts to be brought up to date and handed over from Sue Mordue/JP. All accounts to be in name of Oving Parish Council and addressed to new parish office address.	JP/SS

<p>4. Progress reports</p> <p>Events & Fundraising: 50/50: MP reported NEXT due to be held next in June but agreed at PC meeting to change to July/September/November/January 2015/March/May. Cards need to be re-issued. Pete Horgan is shown as promoter and this needs to change. Check who this should correctly be, either Oving Parish Council or Oving Parish Clerk and advise SS who will action accordingly.</p> <p>Quizzes: Investigate and manage outside meeting. Other fundraising ideas will also be considered.</p> <p>Help required: MP asked for volunteers to help with events in informal group. DH-J and SW offered and ad hoc help with be sought, 3 or 4 people considered ideal.</p>	<p>MP</p> <p>MP/JP</p>
<p>5. Marketing</p> <p>Barrie's outline marketing plan circulated. First cut with high/medium/low forecast revenue. First year forecast of £3,000 was agreed to look appropriate. Comments on marketing plan to be sent to Barrie and AMcG.</p> <p>Website draft in place. Domain name: ovingvillagehall.co.uk Comments to Barrie – draft in place is just first cut. Will be refined, photographs updated and all other sections added.</p> <p>Contact Barrie to make sure website & domain name owned by Oving PC.</p>	<p>ALL</p> <p>SS</p>
<p>6. Health & Safety, booking & hire agreements</p> <p>MP advised if Oving joined Community Impact Bucks we could access ACRE & RCAN model hiring agreements and terms & conditions. It was decided that Oving would join CIB, SS to organise.</p> <p>Specific notice regarding the play equipment not being included in hall hire – wording along the lines of 'at your own risk...' to be on signage. Health & Safety & fire safety information to be included. Hirers must carry out their own risk assessment.</p> <p>Check with OPC insurers, and legal advisor once drafts are agreed. SS will provide copy of Watermead Parish Council's documentation.</p>	<p>SS</p> <p>SS</p>

<p><i>(Item 6 health & safety continued)</i></p> <p>TW reported on meeting with Fire Officer. Fire Brigade provided information about fire extinguishing appliances, smoke detectors etc. but Oving must make own assessment. She will advise SS of requirement and relevant equipment will be ordered and installed asap. SS will check with insurers on any specific policy conditions.</p> <p>For 5th July (first hiring) equipment must be in place ideally for 28th June opening.</p> <p>Hall capacity: Agreed 60 seated and 100 standing in main hall.</p> <p>Hire charges: JP presented price list recommendations to the meeting. Agreed. SW will have discretion for occasions when hirers need to arrive early to set up or have a little longer to close.</p> <p>Housekeeping: DH-J advised advert for cleaner had been placed in parish newsletter only just out. She has one applicant from website advert. Cleaner will work initially for 2 hours per week. Ad hoc if required, to be kept under review. Housekeeping checklist would be a good idea (similar to those on back of doors in restaurants).</p> <p>Agreed that Di and Sara will check hall after hirings and advise SS when deposit could be released.</p> <p>Consumables: DH-J to be given Watermead' inventory and details of suppliers. Account to be set up for Oving and all invoices to be sent to SS. Visit to Watermead hall and to meet hall manager there to be arranged.</p> <p>Building & maintenance/development JP reported water and electricity will be installed for opening. Mains connected 10th June and cable in place with meter coming 11th June. Should be finished in time. Electricians to be commissioned Monday 16th and water will just need to be turned on and checked once cisterns filled. Target date for all services week commencing 16th June.</p> <p>Committee told to expect an email to join working parties to complete final cleaning and preparation for opening.</p> <p>EON contract currently signed by JP & billed to him. To be handed over to Clerk & changed into name of OPC .</p> <p>Maintenance: JP will assess what needs doing when builder has left.</p> <p>The Chairman formally congratulated JP for the excellent work and project delivery.</p>	<p>SS</p> <p>ALL</p> <p>JP/SS</p>
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<p>Opening: JP has invited key stakeholders. If further invitations are planned provide him with names.</p> <p>Business planning: Can only be completed when all costs/revenues and running costs are to hand. Projected costs not yet certain. Some figures in bids for grants can be used for reference. There will be income from feed-in tariff and hirings. If costs not met in year one (interest payments on mortgage can be covered from 2014/15 PC budget).</p> <p>Insurance: Talk to Came & Company, obtain relevant PL certificate for hanging in hall + any other signage required when papers handed over from S Mordue.</p>	<p style="text-align: center;">MC</p> <p style="text-align: center;">SS</p>
<p>Play equipment: SW requested SS to arrange hire with Bucks Play Equipment. Useful contact. She will pass details to her for action.</p> <p>Bookings from website: All terms & conditions and contracts will be in pdf format for hirers to download and complete. All payments can be made by electronic transfer. Once deposit return approved SS to be advised.</p>	<p style="text-align: center;">SW</p>
<p>7. Next meeting dates</p> <p style="padding-left: 40px;">Tuesday 8th July – Parish Council meeting in Reading Room.</p> <p style="padding-left: 40px;">Wednesday 9th July – 7.30pm: Village Hall Committee in Village Hall</p> <p style="padding-left: 40px;">Tuesday 15th July: Annual Parish Meeting in Village Hall</p>	
<p>There being no further business the chairman closed the meeting.</p>	