**Minutes Newton Memorial Hall Committee 14th March 2024**

**Present:** Bob, Ian, Ruth, Gordon, Des, Vron

**Apologies:** Jane

**Minutes of the previous meeting:**

The minutes of the previous meeting were agreed as a correct record.

**Booking Clerk:**

Following the recent recruitment process to appoint a new booking clerk the committee welcomed Sarah Morgan to this post. Handover from Ruth was currently taking place. Ruth however wished to remain part of the committee.

**Treasures report:**

Gordon submitted the annual accounts sheet as 31.1.24 with a balance of £17,088.20.

**Bookings:**

Bookings for the Hall remained very good with the possibility of some further regular bookings for Mondays. Ruth reported that there had been no consequences of the previous increase in prices. It was agreed to review how the prices are structured per hour and day etc. Sarah had already undertaken some review. Further work to be undertaken and reported back to next meeting.

**Purchase of Chairs**

Gordon had looked at various sources to purchase a number of chairs with arms and highlighted that none were available that folded so would require more storage space. It was agreed to purchase one of each type to decide which was most suitable.

**Dishwasher and kettle.**

Bob reported that a replacement cupboard had been purchased and was being fitted. There were currently two working kettles in the kitchen with current PAT tests so it was decided no further action was required.

**Position of Secretary**

Veronica confirmed that she had tendered her resignation to the Chairman earlier in the month due to other current commitments. However, following further discussion Veronica agreed to continue and Ian would deputise when necessary.

 **Elections 2024**

There are likely to be two elections this year when the hall will be used and not available to others for two days (one when setting up, one for election day). It was agreed that the RBC would be charged £500 for the use of the hall on each occasion.

**Any Other Business**

**Arrangements for GDPR**

Sarah asked what her responsibilities were in relation to the necessary personal information held in relation to bookings. It was agreed that where possible bookings could be made and confirmed using Newton Memorial Hall gmail account. It was agreed to laminate copies of the Parish Council GDP policy and display in the Hall.

In line with GDPR Sarah was informed that all documents and minimum customer details should be securely held, that they are held for the minimum time possible and used only for the purpose for which they were required. They should also be disposed of securely ie: shredded or burnt when no longer required. It was agreed to purchase a lockable file to keep details confidential and shred any paperwork one month after the booking.

Order number: 14.3.24/1

Going forward Ian would look into the introduction of a completely electronic booking system.

Veronica to forward details of the Village Hall email account and password to all members so that all correspondence can be sent through this account rather than private emails.

**Tidying of storage areas**

Ian reported that the storeroom, filing cabinets and sheds were all full and it was not clear exactly what was being held and what could be discarded. It was agreed that all committees would be invited to get together on a date to be confirmed in the summer and all areas would be tidied and what was no longer required could be thrown out.

**Finally**

The committee said a Big Thank You to Ruth for al her hard work during her time as booking clerk.

It was recognised how much work Ruth had put in over the many years she had help the position and that she had always been helpful and fair to all who used the hall and that the village appreciated all that she had done.

Ruth asked to remain a member of the committee and all were pleased she would continue to offer her valued advice and support.

**Date of the Next Meeting:**

Thursday 20th June 2024 7:15pm Newton Memorial Hall.