**Minutes Newton Memorial Hall Committee 16th November 2023**

**Present:** Bob, Ben, Ian, Ruth and Veronica.

**Apologies:** Jane

**Minutes of the previous meeting:**

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

**Treasures report:**

Gordon to table the Treasurers report at the next meeting

**Bookings:**

Bookings for the Hall remained very good. However, Ruth explained she was looking to give up her post as Booking Clerk. It was agreed to look into the availability of an online booking system which could take payments and secure agreements to the booking contracts. Bob agreed to look into this. It was recognised that there would still need to be a new clerk appointed to distribute keys and address any day to day problems. Ian will also check in with the newly appointed cleaner to ensure she is able to work around bookings and is happy with current arrangements.

**Live and Local**

Live and local events are now undertaken as part of the Village Events Committee. The Events Committee to report back to Parish Council as per current arrangements.

**Purchase of Chairs**

Gordon to report back to the committee at the next meeting.

**Replacement of the dishwasher**

Bob reported that the current cupboards in place in the kitchen are no longer available. It was therefore agreed to purchase a contrasting cupboard to replace the dishwasher. Bob to arrange (Order number 16.11.23/1)

**Redecoration of the Hall**

The redecoration of the Hall is now complete and all agreed it looked much better

**Keys for the piano**

Two Keys for the piano have now been received.

One key is to be held by Catherine Heathcote for the choir. The other key is to be given to Ruth.

**Process for Village Hall Expenditure**

The process for Village Hall Expenditure as earlier distributed by Bob was agreed by the committee.

**Any Other Business**

**Purchase of new Kettle**

It was reported that the kettle urgently in use was faulty and it was agreed a replacement was required. Ben agreed to obtain a kettle and get it PAT tested (Order number 16.11.23/2)

**Elections 2024**

Ian reported that Borough Council elections would take place in 2024 and also possibly a General Election. The charges made by the Parish Council for the use of the Hall as a Polling Station have remained the same for many years. Therefore, it was agreed a review of the charges will be undertaken. In to lead and report back to the committee.

**Date of the Next Meeting:**

Thursday 14th March 2024 7:15pm Newton Memorial Hall.