**Minutes Newton Memorial Hall Committee 20th June 2024**

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

**Apologies:** Jane, Ian, Ben

**Minutes of the previous meeting:**

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

**Treasures report:**

Gordon submitted the accounts sheet.

Gordon commented that he had not had any requests for cleaning products from the new cleaner so it was assumed she was using her own products. Also there had been some occasions when more hand towels etc were required.

Bob agreed to speak to the cleaner and ensure all was well and also ensure she was aware of how to request cleaning supplies. Sarah will also undertake checks prior to use.

**Bookings:**

Bookings for the Hall remained steady. A Friday morning booking had been cancelled but a request had been made for Tuesday evening bookings.

The review of prices was completed with an hourly rate suggested and discounts applied for longer bookings and reduced rates for those who live within the parish. Details to be circulated to all members of the committee and comments to be made by August 1st 2024. A decision will then be made when all comments received.

**Purchase of Chairs**

Gordon continuing to look at sources for the purchase of the chairs. He is currently awaiting further information.

**Purchase of secure file and GDPR arrangements**

Sarah confirmed a secure file had been purchased and all documentation and information was now held in line with GDPR requirements. Sarah confirmed she had been reimbursed for the purchase.

**Tidying of Storage Areas**

It was agreed that the storage areas will be tidied on Saturday 14th September 2024. Bob to inform the Parish Council and Sarah will inform the Events Committee. All will be welcome to help out with what could be quite a big task.

**Public Liability Insurance**

A villager wishing to book the Hall had queried whether the Village Hall was covered by Public Liability Insurance.

It was confirmed that this was in place and had been for many years.

**Loan of Chairs**

A request had been made by a villager to hire the chairs from the village hall. It was agreed that the table and chairs could be hired but the gazebos did not have any instructions so these would not be for hire.

The following was agreed :

Chairs £2 each

Tables £4

Hirer to arrange collection and return. Any damage will incur a charge for repair or replacement.

**New Years Eve**

A member of the parish had approached Sarah with a view to booking the Village Hall for a New Tears Eve party. It was agreed that bookings for New Years Eve would only be taken from members of the parish. Music would be allowed until 00:30 and the party should finish by 01:00. A damage surcharge would be charged at £100 and the hosts would be allowed to clean the Hall the following morning.

**Any Other Business**

**Parking**

It had been noted that there recently been some difficulties in parking around the Village Hall. The Police had sent notices out stating they would be monitoring the situation but hoped that with consideration to residents further problems could be avoided. It was agreed that cones could be used to protect the block paved area in front of the hall when there were events and that the booking details would be amended asking those using the hall to be considerate when parking.

**Events Committee**

The Events Committee had kindly offered to creosote the fence at the side of the Hall and also provide hanging baskets. It was agreed they should be reimbursed for any materials used. However, as the fence is shared with the first house in The Orchards it was agreed to discuss this with the resident prior to work being undertaken.

**Date of the Next Meeting:**

Thursday 12th September 2024 7:15pm Newton Memorial Hall.