

Great Cressingham Village Hall Committee Meeting

Thursday 18th January 2018

1) Welcome and Apologies

Present:

Merrick Smith, Pat Newman, Sally Lovick, Keith Ford, Pauline Ford, Ann Jarvis, Anna Smith, Lavinia Chapman

Apologies:

2) Minutes of previous meeting and matters arising

- a) SL to see Marcus Rutterford regarding historical documents and photos for display at coffee morning due to commence in April.
- b) PN will draft a Coffee Morning poster and produce signs for tables.
- c) MS contacted Peter Heath, Village Green Committee representative, regarding the joint summer event; Peter was going to discuss further details with them and get back to MS.

The minutes of the previous meeting were accepted with one change to 4b which should have read, "SL received a phone call ...".

3) Treasurer's report and correspondence sent and received

a) Finance

All bills paid up to date

INCOME	£596.45
OUTGOINGS	£102.03
ASSETS IN HAND	£8,321.26

- b) Regarding TSB account, printed slips given out for committee members who are trustees to check so that details can be updated by MS online.
- c) MS to contact the TSB regarding the new account. It was agreed that the 3 signatories would be SL (Treasurer), MS (Chairman) and PN (Deputy Chairwoman). All agreed to a credit check if required by the bank.

d) Correspondence

MS sent a letter of thanks to Michael Halls on behalf of the Village Hall Committee to thank him for the new notice boards. MS will also contact Sally Blundell to ask if she wishes to remain on the Committee.

4) Village Hall Facilities

SL alerted MS to a suspicious booking request before Christmas. MS followed this up and requested they supply a reference from previous bookings. This was not provided and the booking was refused.

MS received a phone call today regarding paying VAT on electricity supplies. MS agreed to receive further details by email but none has arrived. SL already claims VAT.

MS has fitted the base units in the bar area and will fit the wall cupboards in due course. He has also agreed with an electrician to quote for a direct hot water supply and remove the meter to the cooker.

5) Forthcoming events and planning for future events

The main discussion centred on the Horticultural Show Programme for Saturday 28th July 2018. PN will make amendments and deliver a draft copy to committee members for checking. The Photography categories for 2019 will be 'Sunset', Great or Little Cressingham Village' and 'A cock pheasant'.

6) AOB

It was agreed that SL would refund Sue Wakefield's deposit for her Village Hall booking in December as it was cancelled due to illness.

SL to ask the usual auditor to audit the Village Hall accounts and present them at the next meeting on the 22nd February.

The winning 120 Club ticket, number 2, belongs to Pat Newman.

Meeting closed at 20:40

Next meeting Thursday 22nd February 2018 at 7pm

Signed by Merrick Smith, Chairman _____

Date _____