

# **Great Cressingham Village Hall Committee Meeting**

**Thursday 7<sup>th</sup> July 2018**

## **1. Welcome and Apologies**

### **Present:**

Merrick Smith, Pat Newman, Sally Lovick, Anna Smith, Ann Jarvis

### **Apologies:**

Keith and Pauline Ford, Lavinia Chapman

## **2. Minutes of previous meeting and matters arising**

AS to edit numbering, talk to SL regarding regular Village Hall bookings in order to display them on the Village Hall notice board and also laminate a copy of the minutes of the Village Hall Committee for display.

The minutes of the previous meeting were accepted.

## **3. 120 Club winning number – 2, Pat Newman**

## **4. Finance**

Income - £242.36

Payments - £1119.51

Assets in hand - £7766.20

## **5. Village Hall Facilities**

- a) Kitchen Update – sink added to quote bringing price to £3797 including VAT. SL has paid a 20% deposit of £760. Kitchen to be fitted on Monday 13<sup>th</sup> August. SL informed the meeting that the sponsor is willing to give a donation towards the cost of the kitchen. MS has arranged for a larger water heater with a longer arm to be fitted.
- b) MS has researched the Village Hall lighting on the internet and discovered that the ballast in each fitting can often be problematic. A new ballast costs between £15 and £20 pounds. MS inquired at Drakes and their LD tubes are £58 each. Replacing the ballasts is quite expensive so it may be more prudent to replace faulty light fittings.

## **6. AGM minutes agreed**

## **7. Items to be raised for discussion by Committee members**

- a) MS brought up the General Data Protection Regulation (GDPR) saying we need consent from each member of the committee to continue using their email in accordance with draft policy. The draft policy will be discussed at the next Village Hall Committee meeting on the 12<sup>th</sup> July. MS gave out forms to those present to fill in to confirm they are happy to continue using their email addresses as a form of communication. PN will give KF and PF theirs to bring to next meeting. We will keep current 120 club system in place until next year. Village Hall booking forms will need to be amended to include consent from

hirer for their details to be kept. MS will draft an addition to the current form.

b) MS has made the Annual Return to the Charity Commission

**8. AOB**

- a. SL informed the meeting that a new electric meter has been installed without anybody's knowledge. She also thinks the bill has risen considerably. She will check past bills and investigate and contact eon if necessary.

Meeting closed at 19:45

Next meeting Thursday 16<sup>th</sup> August 2018 at 7pm

Signed by Merrick Smith, Chairman \_\_\_\_\_

Date \_\_\_\_\_