

Gilston & Eastwick Village Hall Management Committee (VHMC)

Wednesday 23rd February 2022 Business Meeting

Minutes DRAFT

A. Present: Trevor Brown, TB (Treasurer), Janine Bryant, JB (Parish Council representative & minute taker), Keith Harvey, KH (Holding Trustee), Christine Law, CL (PCC representative), Keith Masek, KM (Chair)

Apologies: Amy Abblitt, AA (Bookings Officer), Yolande Clark, YC (residents' representative), Mayer Nissim, MN (residents' representative), Claire Reilly, CR (residents' representative)

Members of public – one

1. Minutes of previous meetings

BM, 10th Nov 2021 approved

Extra BM, 19th Jan 2022 approved

Matters arising – none not on the agenda

Approved minutes uploaded to Parish website

2. Land Registry

JB updated the Committee on very slow progress with moving this forward.

3. Kitchen refurbishment – completed.

a) £23,882.77, received by BACS transfer from East Herts Council (Section 106).

b) New crockery, cutlery, cooking utensils (suitable for induction hob), etc purchased.

Thanks to Dorringtons for supply of some crockery.

Action outstanding: Fridge relatively new and in good working order. Committee agreed to sell, approx. £100. To be disposed of.

4. Car Park

a. Maintenance – lighting in car park repaired / upgraded

thanks to John Featherstone, electrician

b. Boundary clearance completed by Touch of Class (ToC).

KM concerned some outstanding tasks.

Action: KM to discuss with TB and, if required, raise with ToC.

c. Collection of Fees (£80 each car (max 2 cars per household) & £45 per motor cycle, more than 2 cars per local resident annual fee of £180 per additional car approval at the discretion of the committee). Residents already informed by hand delivered note.

Actions: produce and distribute “parking badge” – will need laminating. **JB**

Collection letter printed and hand delivered JB & CL

5. Bookings Officer Report

Key points:

- Hall is gaining more interest through word of mouth
- Had a few enquiries for long term bookings (see below)
- Could we promote our new kitchen - photos for magazine/website? Social media presence.
- Storage of chairs - takes up a lot of room if kept in main all. Store chairs in the entrance hall.
- Create more storage by getting rid of old table tennis tables in the cupboard in the main hall. Long term hirers require storage of some equipment.
- Blind for window on the left - I know it has been fixed once but unfortunately this didn't last.
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Chair Keith Masek

Vice chair Janine Bryant

Treasurer Trevor Brown

Bookings Officer Amy Abblitt

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Committee members: Yolande Clarke, Keith Harvey, Christine Law, Mayer Nissim, Claire Reilly

Feb 2022

New long term booking enquiries:

Baby Yoga/Baby Massage classes – Monday mornings
Hertfordshire Family Services – Wednesday mornings

Actions: Investigate outside storage units **KM**
Additional door keys **TB**

Table Tennis tables – still have some tables taking up space but no payment.

Action: chase and advise tables will be disposed of **KM**

6. Honey bees nesting in side wall.

During the summer the bees are a Health & Safety risk, particularly during swarm activity.

Action: discuss with Jim Jones, local pest control and bee keeper **KM**

7. Assess what additional hall improvements would offer best value for the community and drive forward. It was agreed the following be investigated and costed:

- a. New chairs **TB**
- b. Outside storage **KM**
- c. Solar panels plus battery storage **KM**
- d. Refurbish toilets, including motion sensor lights **JB**
- e. Projector and drop down projection screen. The Committee approved the proposal received from DigitalWiseGuys. **KM**

8. Improve hall's presence on social media, etc. to generate new business and identify new opportunities; eg mum & toddler mornings, "office" facilities for residents, meeting room, etc. **carried forward to June BM**

9. Promote hall's availability and benefits to all residents of Gilston & Eastwick **carried forward to June BM**

10. Future meetings, all to start at 7:00pm
Wednesday 1st June 2022 Business Meeting
Wednesday 12th October 2022 Business Meeting
Wednesday 22nd February 2023 AGM & Business Meeting

11. Any Other Business

- a. Hall signage to be replaced **KM**
- b. Noticeboard repair **TB**
- c. Replacement window blind **KM**

Actions to be carried to future meetings

- 1. Land Registry update
- 2. Car Parking 2022/23 fees collection
- 3. Removal of honey bees
- 4. Hall improvements – investigation of major projects
- 5. Improve & promote hall presence

Meeting opened 7:32pm, closed at 8:45pm