

**Gilston & Eastwick Village Hall Management Committee (VHMC)**  
**Wednesday 19<sup>th</sup> January 2022**  
**Extraordinary Meeting Minutes – approved 23<sup>rd</sup> February 2022**

**A. Present:** Amy Abblitt, AA (Bookings Officer), Trevor Brown, TB (Treasurer), Janine Bryant, JB (Parish Council representative & minute taker), Yolande Clark, YC (residents; representative), Christine Law, CL (PCC representative), Keith Masek, KM (Chair), Claire Reilly, CR (residents' representative)

**Apologies:** Keith Harvey, KH (Holdings Trustee), Mayer Nissen, MN (residents' representative)

Meeting opened 7:04pm

**1. Car park boundary clearance**

a. whether to action? Unanimous agreement to proceed

b. which contractor?

The Committee considered the 3 quotes received and agreed to award the work to Touch of Class (ToC). Their quotes being lowest cost and ToC provide regular maintenance to the car park.

**Actions:**

- a. KM to contact ToC to advise.
- b. KM to inform owner of The Bungalow of pending work and expectation they (owners of The Bungalow) will cut leylandii hedging back on a regular basis to avoid future encroachment.
- c. JB to prepare "warning" letter to be sent to owners of cars "hiring" parking spaces and short "warning" note to be left on all cars.

**2. Projector and associated kit**

a. whether to action? 4 quotes received and considered. Decision to proceed not approved by all Committee members.

b. which supplier?

Committee determined more information to be sought from 1 of the companies that quoted.

**Actions:**

- a. KM to meet with DW on site to discuss
- b. Further discussion at next Business meeting, 23<sup>rd</sup> February 2022

**3. External signage replacement (from Eastwick & Gilston Village Hall to Gilston &**

Eastwick Village Hall) Total cost £310.00 + vat

1: Cabinet Notice Sign, To apply cover vinyl panel over existing lettering and apply Gilston and Eastwick Village Hall.

2: 3no. Aluminium Sign Panels, Take down all signs, re-cover with vinyl, apply new vinyl lettering and re-fix.

**Action:** none, Committee agreed to no action at the moment.

**4. Any other business** that cannot wait until next AGM / Business meeting - 23<sup>rd</sup> February 2022

a. Committee confirmed it had already approved the removal of deposit from Hire agreements

b. Improvements to Hire agreements to assist matching of hires with BACS payments.

**Action:** JB, AA & TB to amend the Booking Form BACS payment reference information. CL to include reference info on Parish website calendar & upload revised Booking Form.

CL to investigate linking Booking Officer's calendar with Parish website calendar.

Chair Keith Masek

Vice chair Janine Bryant

Treasurer Trevor Brown

Bookings Officer Amy Abblitt

email: gevillagehall@gmail.com

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c. Need to find new Treasurer

**Action:** JB to draft WhatsApp message for distribution on the various village groups

d. Request by cleaner to purchase new vacuum cleaner – approved

**Action:** TB to inform Jan, cleaner.

**Meeting closed** at 8:20pm

Chair Keith Masek

Vice chair Janine Bryant

Treasurer Trevor Brown

Bookings Officer Amy Abblitt

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