

**Minutes of the meeting of the Elham Village Hall Association Council, held on  
Monday, 16 September 2024 at 10.00 am**

**Future Meetings:**

	21 Oct	18 Nov	16 December
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<b>Present:</b>	Jan Stanyon	Chair
	Miranda Weller	Company Secretary
	Sue Weller	Treasurer
	Maureen Alexander	
	Renee Bull	
	John Tebbs	
	Trevor Bateman	
	Jim Clements	
Maggie Tappenden		

Paul Weller attended the meeting and demonstrated the PA system to the committee. He was thanked for his time and continued support.

**1. 130 Draw**

- 1<sup>st</sup> – 38 – Linda May
- 2<sup>nd</sup> – 72 – Robert Bagley
- 3<sup>rd</sup> – 6 – Anne Bateman

**2. Council Matters**

Apologies for absence: Liz Cox, Jon Vince

- 3. Minutes of last meeting** were approved. Proposed by Trevor Bateman and seconded by John Tebbs.

Matters arising:

- Elham Community Shed:
  - o Launch BBQ on 14 September very well attended, 80 or 90, plus apologies. Shed looked good as a result of hard work from a small group in the week running up to the event. Some people gave donations, which was very much appreciated. £638 taken on the square, plus cash. The band, Undecided, played a good set, which all enjoyed for a beer and a burger. Tesco sponsored some of the food.
  - o Volunteer's Day – managed 8 jobs from the list. We had 10 people who attended.
- Bar:
  - o Running well, need to restock for the next wedding.
  - o Need to review the glasses as some of the pint glasses are not suitable for bottle beer. Suggestion that we have a glass cull, and replace where necessary with more suitable glasses.
    - 28 Sept – Wedding – Jan, John, Miranda, Sue
    - 12 Oct – Wedding – Miranda, John, Liz

**4. Treasurer's report**

SW had circulated a short report on the current financial position, as well as the current and deposit accounts to all the committee before the meeting.

- We have the full year's profit and loss figure now. We have used £6384 from reserves to cover all the costs, however this is quite good, given we have spent £16,000 on improvements.
- £3,000 grant will be received once the bike shed is installed and evidence provided, which will improve the overall position.

Signed

## 5. Fire Doors

John has received 3 quotes for replacing the 4 sets of fire doors. Best quote was from Ascot Doors, Smarden, for £12,336. £6,864 for 2 sets and £5,472 has been quoted for the other 2 sets. If all 4 sets were done at the same time, we would get a £750 discount, which brings the amount to £11,586. Not all the doors may need external locks, which may reduce this amount. Committee agreed to this expenditure – John to liaise with Ascot Doors. Ideally the work will be completed during half-term week, or the Xmas break.

## 6. Improved projection in Peggy Pike

To mount a projector on the ceiling in the Peggy Pike room would cost £804. This would remove the need have a projector on a table during events. Committee agreed to this expenditure.

## 7. Cleaning

Still no cleaner, Maggie still carrying this out.

## 8. Newsletter

Usually collect £7000 which pays for 10 editions, currently we have received £5,887 with £853 still outstanding. We are currently operating at a break-even for the newsletter.

## 9. Hiring Coordinator's report

Quite buoyant with bookings, 6 weddings for next year.

## 10. To Do:

- Hedge beside tennis court needs cutting.
- The 'whips' are being delivered in November, will need a planting group once these arrive.

## August

Description	Due	Responsible	Action
Year End 31th August			
Check gas cylinders and pipe work (annual)	1/8/24	JS	
Fire extinguisher check		MW	
First aid box check		MW	
Fluff removal from wall fans in main hall (every six months)			
Fire retardant needed for main hall curtains (FLamebar S3)	2028		
Check fridge/freezers			
Check smoke alarms			
Meter readings		PW	
Cancel Renee's Office 365 Subscription		SW	
Check fire doors all shut			

## September

Description	Due	Responsible	Action
Year End 31th August	31/8/24		
Meter readings		PW	
Check fire doors all shut			

Signed

## October

Description	Due	Responsible	Action
Meadow agreement review due			
Meter readings			
Premises License start date 24/11/05 Ongoing, no need to re-apply unless there are amendments. Annual fee to pay,	31/10/24		
Reimbursement for Electric car charging	3 monthly	JS/SW	
Check fire doors all shut			

### 11. Hall Maintenance

- Stair lift has been serviced and now back in action. £198 for service, plus new batteries and VAT.
- Pigeons are nesting under the solar panels, which is left could produce hot spots. The tower will be erected and will try dislodging these using a long pole.
- Solar panels may also need to be cleaned. To be confirmed.
- Loft hatches are now fire-rated.

### 12. Fundraising events

#### Recent and upcoming events (for discussion).

- Friday 18 October - October Quiz – 7 for 7.30 pm
  - o Runners will be Jan, Trevor and Anne
  - o Raffle ticket to be stuck under the chairs
  - o Jan will manage the raffle prizes.
  - o There will be less rounds, as last time comments were received that the event went on too late.
  - o Sue will sort the monies
- Saturday 26 October – Halloween event – 4.30-8pm – activities, 5–6.30
  - o Set up from 2.00
  - o Maureen running the kitchen
  - o John will run the bar
- Saturday 2<sup>nd</sup> November- Volunteers Day – 10 am – 2 pm

#### Future events (for info)

- Wednesday – 13 or 20 November for Dessert Island Discs
- Parish Council have agreed to fund the lights for the large trees. Jon sourcing the lights for this.
- Xmas Trees – waiting on price from supplier, process as in previous years.
- 1 Dec – Switch on Lights Day – to be confirmed

### 13. Any other business

- There being no further business the meeting closed at 12.20.

**Date of next meeting: Monday 21 October 2024, 10 am in the Peggy Pike room**

Signed