

**Curdrige Reading Room and Recreation Ground Charity**

**Minutes of meeting held on 4<sup>th</sup> May 2018**

**Attendees:** David Picton-Jones, Ian Hine, Jonathan Grigg, Christine Weaver and Larry Burden

**Apologies:** Emma Downer

**Please note – these minutes have been typed to record discussions under the relevant heading and not necessarily in the order in which they were discussed at the meeting.**

1. **Minutes of last meeting:** were agreed and signed by David, as he was Chair at the April meeting.
2. **Redevelopment:** Elaine has provided an update via email; we are still awaiting a meeting date with our quantity surveyor, Robert. Costs are therefore still unknown and Trustees would like this meeting to take place as soon as possible. David will contact Elaine to progress this.

It was agreed that redevelopment plans would be very difficult to progress without Elaine's considerable knowledge of the project. She has very kindly agreed to continue to be involved and it is proposed that she, Emma and David will form a sub-committee to deal with all redevelopment matters.

Emma will speak to Elaine in respect of downloading all relevant documents to the Google Drive.

It was not felt necessary to inform our partners in the redevelopment of the change in Elaine's status as a Trustee

3. **Renewable Energy:** Elaine is happy to take this forward, for which she was thanked.

**4. Ian's Report:**

- Ian reported that figures were better than quoted in his monthly report as we have now received money from the choir, and will be recompensed by the Insurance Company for monies lost when the hall could not be hired due to flood damage.
- Hiring takings are up on this time last year.
- Payments for hire of the hall by the Auction are now handled more efficiently, being paid weekly.
- A quiet month on the website and social media, probably due to news of the flooding of the premises.
- The Annual Hire Agreements have now all been sent; some have been returned and there have been no complaints about the increase in rates.
- We now have 22 regular hirers as opposed to 14, three years ago.
- CADG have asked that the holder for the stacked chairs be cut so that they can manoeuvre it through the door of the hall. However it was felt that this would compromise the strength and therefore the safety of the unit. Ian to advise CADG.
- Ian has contacted Biffa who are immovable on their charges, Trustees agreed that it is too expensive to have a larger bin.

**5. Roof:** Ian reported that repairs to the roof by the Val Build Group have now been authorised by the Loss Adjuster. Ian will try to ascertain the length of time necessary for the repairs to be carried out and check that the complete redecoration of the hall is included in the instructions. It is expected that the hall will need to be closed for the duration of the work and hirers will need to be informed.

**6. Staff Holidays:** David requested that Ian and Rosa advise their holiday dates as soon as possible in order that cover can be arranged.

**7. Health and Safety:**

- The walk-round has been completed by Larry and Emma, and all safety issues have now been addressed, including the fitting of a new baby change unit.
- Ian confirmed that no fire blanket is necessary in the cottage.
- The fire drill highlighted the fact that the bell is not loud enough. We will need to discuss this further.

**8. Grounds:**

It was agreed to accept the quote from MJC for work necessary to the tree in the card park and to withdraw our planning permission application for its removal. We will ask MJC to remove the wood following the work. Ian will report our decisions in this respect to Elaine and Trustees recorded their thanks to Elaine for dealing with this matter.

Larry has agreed to take over responsibility for the trees in the grounds on behalf of Trustees.

‘Leylandii and Lawns’ are now engaged and will organise the removal of moss on the paths and trimming of vegetation around the gates.

We have been contacted by the Hampshire and Isle of Wight Wildlife Trust regarding the rather overgrown Skinner Field, enquiring whether this was by accident or design. Ian has discussed the matter with their representative and Trustees have decided to allow the field to remain uncut as part of a conservation incentive. However the field will need to be cut annually to allow car parking for the show.

**9. Hall:** All light bulbs in main hall have now been changed to LED

Work to the hall floor is on hold as it is hoped that this can be carried out when the hall is closed for the roof repairs.

The ballet school closes for a break during the summer and it is hoped that the ballet barres can be installed then.

**10. Miscellaneous:**

- The matter of Elaine’s access to Google Drive was discussed and it was agreed to limit her permissions to redevelopment issues. Ian will progress this.
- Trustees agreed that to change all passwords was good practice. Ian will do so and advise.
- Ian could have an encrypted memory stick to transfer information in respect of Reading Room matters. He has security in place and ensures that all necessary protections are enabled on the Google Drive.

- Jonathan is happy to liaise with Vanessa to oversee GDPR. Her hard work in this regard was noted and David will organise a gift for her from the Trustees to mark our appreciation.
- As David, Larry and Christine are all on the Show committee it is not necessary to delegate one particular Trustee to oversee Show activities.
- Ian will continue to be the liaison between the Reading Room committee and CADG.
- David is happy to attend the upcoming Village Hall Network meeting on our behalf.
- David will continue to write the Parish News article on our behalf.
- Over £400 profit was made from the recent concert featuring a Neil Diamond tribute act. Discussion took place over the viability of future similar concerts in view of the fairly small return but it was felt that the community spirit engendered made the effort worthwhile.
- Revenue from the clothes recycling bin is down; it was felt that a more prominent sign would be useful pointing out that all monies received benefitted the Reading Rooms. David will also highlight this fact in his next article for the Parish Magazine.

**11. Finance:** Elaine's recent report was read and the contents noted.

Formal approval was recorded by Trustees of the decision to retain Elaine as book keeper of the Reading Room accounts. She will remain as a signatory on the bank account.

It was suggested that as Chair, Jonathan should also be a signatory. This was agreed by Trustees.

**12. Beer Festival:** Jonny Ball, a local supporter who works in the industry now has responsibility for the beer festival, and is not charging us. David is the Trustee working with him on our behalf and will liaise with him in respect of volunteers, food and advertising.

There being no other business, the meeting closed at 9.05pm