

CROYDE VILLAGE HALL MANAGEMENT COMMITTEE  
Registered Charity 300840  
Croyde Village Hall, 1 Jones's Hill, CROYDE, North Devon, EX33 1LX  
website: [www.CroydeVillageHall.info](http://www.CroydeVillageHall.info)

Minutes of Croyde Village Hall management committee meeting held on Thursday 7<sup>th</sup> May 2009 at 7:30pm in Croyde Village Hall (CVH).

**Present:-** Paul Watkins, Christopher Burrows (secretary), Rosemary Littlewood, Jane` Pinchbeck, Paul Cole, Rose Cole, Amy Freeman, Paul Greenway.

**1. Apologies for absence:-** Paul Petrides, David Tebbutt (treasurer), Liz Greenway, Margaret Patten (chair), Rachel Brand, Vikki Worthington, Mary Stonehouse, Douglas Owen, Richard Windsor (bookings secretary), Bill Patten, John Symonds.

**2. Matters arising from previous minutes:-**

The minutes of the previous meeting were read and agreed as correct, and signed by Paul Watkins.

**Treasurer report:-**

Current account: £ 4,380                      Reserve account: £ 5623                      Bar float: £ 150  
It was noted that we have a net total available fund of: £4,689

**Bookings report:-**

June is looking very busy with the Craft Fair, Street Dancing and Film Nights all booking in again.

**Fundraising:-**

No report this month.

**Extension project report:-**

The only remaining major item left to purchase is the drinks chiller for our new bar, Paul Watkins is on the look out for one via the internet (approximate guide price £900).

**User group reports:-**

**Croyde Players**

Croyde Players are running a MURDER MYSTERY evening (Saturday 16<sup>th</sup> May) with the entire proceeds going towards the new cooker, many thanks to Paul Watkins and Croyde Players for organising this. David Tebbutt has 10 tickets available for this event.

**General maintenance:-**

Colin Brown has been working very hard doing all the bits and bobs around the hall including the partition door between toilet foyer and main hall.

Rosemary Littlewood has sorted out the blackout blinds for the new meeting room. Excellent work.

The kitchen work has been completed, enormous thanks to Phil Goodenough for sorting it.

a new "Ladies Toilet" sign is needed about the new door from the main hall – action Paul Watkins.

Hand dryer in men's toilet to be fixed – action Paul Watkins.

**Any Other Business (AOB):-**

1. At the previous months meeting Rachel Brand presented to the committee her findings when we held an open day. Due to the small numbers of committee members, and that most the interested persons were not in attendance it was decided to postpone the discussion till next time.

cont.

2. At previous meetings we had discussed buying new comfortable red chairs, it was agreed that as we have a healthy bank balance we should go ahead with this, David Tebbutt to action.
3. Whist Drive have commented on the lighting inside the hall, no one seemed to know what this was about.
4. The existing 28 comfortable red chairs are to be cleaned by Caroline from Georgeham.
5. There is a play booked on 30<sup>th</sup> July 2009, they need access behind the stage.
6. Front Door Keys:~ what systems do we need to put into place so that all user groups have access to Croyde Village Hall.

Chris Burrows suggested the use of a numbered push button key lock – dismissed.

The problem seems to be with the front door to the hall being locked when the hall users arrive, Amy Freeman (Caretaker) explained that it's impossible to know at what exact time the user group will arrive. e.g. someone books the hall for the evening, but no one knows the exact time when they will arrive to set up, even when given a time they can be an hour, or two or even three hours late, Amy can't be expected to sit around all day waiting for people to turn up, also she can't leave the hall unlocked and open for any length of time during the day or evening.

After a discussion it was decided that the best way forward was for Richard Windsor to pass Amy's mobile phone number to everyone who books the hall and that the responsibility should be on the hirer to call Amy and arrange for the hall to be opened up at the correct time.

**Action.** Richard Windsor to pass Amy's mobile number to all hall hirers, Chris Burrows to update the hirers agreement document (available from the website) with these details.

7. Whist Drive and Croyde W.I. have brought to the committee's attention that at the end of their evening sessions it can be uncomfortably dark out the front and down the road side of the hall. Is there anything we can do about it? Croyde Village Hall does not own the NDDC pay and display car park, so nothing can be done with that. Paul Watkins to look in to front and side outside lighting.

8. Ferret Racing @ C. V. H. !

Paul Greenway explained this amazing sounding event - Friday 14<sup>th</sup> August 2009.

Paul is happy to sort it all out and to organise all the pre-event stuff but would like some help on the day:

The following names were suggested . . . . .

- |                       |   |  |
|-----------------------|---|--|
| David Tebbutt         | - | M.C. (Microphone Controller) or banker - turf accountant |
| or perhaps Tony Bruce |   |  |
| Paul W. & Chris B     | - | Bar persons  |
| Paul Watkins          | - | sound system and musical stuff                           |
| Paul, David & Chris   | - | general event set-up                                     |
| Liz Greenway          | - | Head Chef, in charge of all things food                  |
| ???                   | - | banker – turf accountant.                                |

9. Paul Watkins has received a quote for £1,353 for boxing in the ladies toilet pipes and building a storage cupboard – a further two quotes are needed before we can decide on action.

10. Whist Drive have commented on the fact that their tables are getting old and some are past their best. e.g. they need some new ones and some of their old ones need repairing – ACTION ?

11. It's probably about time to take down the Christmas lights? – action Keith and Jen Sweeps.

**Date of next committee meeting:~** Thursday 11<sup>th</sup> June 2009 @ 7.30pm

**End of meeting.** 8.35pm close.

For official paper copy,  
Chair persons name & signature:~

Date of signing:~

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# Agenda

## Thursday 11<sup>th</sup> June 2009 @ 7.30pm

**1. Present and Apologies for absence:**

Apologies -

**1a. Representatons - comments from the public**

**2. Matters arising from previous minutes:**

**3. Treasurer report:**

**4. Bookings report:**

**5. Fundraising report:**

**6. Extension project report:-**

**7. User group reports:-**

Croyde Players, Youth Club, Toddlers, W.I. etc

**8. General maintenance:-**

Check location and supplies within first aid box & accident book – last checked ?

Check location & condition of fire extinguishers – last checked ?

Check emergency lighting operation – last checked ?

**9. Any Other Business (AOB):-**

Paul and Rose Cole

Review hirers document

New chairs

Old plastic chairs

David Learmonth of Chapel farm to advise us of his plans for main Village Hall Notice Board 2009.

**10. Date of next committee meeting:-**