

**TRUSTEES OF
WEST HOATHLY VILLAGE HALL**
Charity Registration Number: 305328

Document reference: 2004

**Minutes of the Meeting of the
West Hoathly Village Hall Management Committee held on
Monday 17th February 2020 at 7:30pm in West Hoathly Village Hall**

Members

Ken Allfree (Chairman)	Paul Brown
Robert Bruce (Vice Chairman) *	Kevin Gould
Anne Halligey *	

* denotes absence

Also Present:

Helen Schofield

318) To receive apologies for absence

Apologies were received from Anne Halligey. Robert Bruce was absent.

319) To receive declarations of interest from Councillors in respect of any matter on the Agenda

There were none.

320) To approve the minutes of the Meeting of West Hoathly Village Hall Management Committee held on 21st October 2019 ([Document Reference 1932](#))

The minutes were approved and the Chairman signed them as a true record.

321) To receive the [clerk's report](#) and note any point of interest

The clerk's report was noted. It was agreed to consider relacquering the hall floor during the summer break. It was confirmed that the spotlight track on the stage was to be removed. A replacement could be considered at a later date.

322) To monitor actual [expenditure v budget to 31st January 2020](#)

The expenditure was reviewed and noted.

323) To approve [a budget for 2020-21](#)

The proposed draft budget was reviewed and agreed. This would be brought to the Parish Council as Trustees to be noted.

324) To prepare a project plan for the work and funding requirements for the Hall flat staircase and archive store

The draft business case and project plan were reviewed. It was agreed that it was important to have a final cost figure available for the work before carrying out a formal consultation with residents. To do this would require a detailed specification of the work so that quotes could be sought.

Ken Allfree agreed to speak to Robert Bruce to see if he would be able to prepare a detailed specification before the end of March. There was

discussion as to whether the work for the metal staircase could be carried out separately from the other aspects of the work.

It was noted that MSDC had suggested that planning permission would be required for the work.

The clerk will review the requirements for the application for a PWLB loan and update the project plan to take this into account. The business case for this will hopefully also support any grant applications for the archive store. Any grant application would need to consider all the work required for the store including temperature and humidity monitoring

325) To note items of interest or items for inclusion at the next meeting

It was agreed that an extra meeting of the Village Hall Committee may be needed to move the project work forward. This could be held during the day if required.

Date of next meeting 15th June 2020

There being no further business the meeting closed at: 21:00

Chairman-----