

**TRUSTEES OF
WEST HOATHLY VILLAGE HALL**

Charity Registration Number: 305328

1932

**Minutes of the Meeting of the
West Hoathly Village Hall Management Committee held on
Monday 21st October 2019 at 7:30pm in West Hoathly Village Hall**

Members

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

Lay members

Also Present:

Helen Schofield

* denotes absence

174) To receive apologies for absence

Apologies were received from Kevin Gould.

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

There were none.

176) To approve the minutes of the Meeting of West Hoathly Village Hall Committee held on 17th June 2019 ([Document Reference 1921](#))

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

177) To receive the [clerk's report](#) and note points of interest

The clerk's report was noted.

178) To monitor [actual expenditure v budget](#) for the first half of the year 2019-20

The actual expenditure was noted.

179) To consider the specification and budget costings for the Village Hall Flat stairs and entrance lobby (to incorporate Archive storage space).

There project has 3 distinct components which could be separated out:

- Replacement of the staircase
- Creation of a store that could be used to hold the Local History Archive
- Creation of an entrance lobby to the flat to help with energy efficiency.

Robert Bruce had received a quote for replacing the access staircase to the flat. Robert Bruce was asked to seek at least 2 further quotes. Based on the quote received, for the purposes of budgeting a cost of £10,000 was AGREED

The committee AGREED a budget cost of £10,000 to create the archive store and a further £7,500 for the internal lobby and necessary kitchen re-alignment.

The committee AGREED an overall project budget of £27,500.

180) To agree to request [a grant from the Parish Council](#) for the necessary work.

As outlined in the background paper the Village Hall funds are insufficient to fund the work but the continued tenancy of the flat is important source of money to ensure the future viability of the Hall.

The committee AGREED to request grant funding from the Parish Council to allow this work to be carried at as soon as possible. The committee would request a maximum of £27,500 and seek funding for parts of the project from other sources.

181) To determine how to store [items currently using the old chair and table store space](#)

It was AGREED to use the chair and table store as a place to store the table tennis table which is currently held in the old store room.

It was AGREED to seek a mobile storage unit of an appropriate size to store the other items currently in the old store. This would be kept on the stage but, being mobile, could be moved elsewhere if the stage was required for an event.

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

Date of next meeting 17th February 2020

To ensure progress was made on the staircase project an earlier meeting would be called if necessary.

There being no further business the meeting closed at: 20:30

Chairman-----