

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

Document reference: 2319

**Minutes of the Meeting of the  
West Hoathly Village Hall Management Committee held on  
Monday 16th October 2023 at 7:30pm in West Hoathly Village Hall**

**Members**

Martin Robinson (Chairman)  
Ken Allfree (Vice Chairman)  
Amy Marshall

Bob Darvill  
Douglas Denham St Pinnock

\* denotes absence

**Also Present:**

Leanne Andrews

**There were no members of the public present**

**144) To receive apologies for absence**

There were none

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

There were none

**146) To approve the minutes of the Meeting of West Hoathly Village Hall Management Committee held on the 16<sup>th</sup> October 2023 (document ref 2312)**

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

**147) To receive the clerk's report and note any points of interest**

The Clerk's report was noted

It was agreed to ask the handyman to adjust the hot water thermostats where necessary and clerk to establish costs for an independent review of the fire risk assessment.

**148) To monitor actual expenditure v budget to 19<sup>th</sup> June 2023**

The expenditure against budget was noted

**149) To receive a quotation for the drain repair**

The drain survey drawing, and quotation were discussed. The committee agreed not to proceed with the work due to the cost and complexity of the work involved. It was noted that any excavation work would also have an impact on the access to the hall and therefore bookings would be affected. Quotation and survey drawings to be kept on file for future reference.

**150) Archive Store**

**a) To receive the feedback following the meeting with the County Archivist**

On Thursday 28th September members of the committee met with West Sussex County Archivist Wendy Walker to discuss solutions for storing the

Local History Archive. Wendy explained that the Records Office would be happy to work with the committee/council to come up with a solution on how best to store the archive material. As an initial step Wendy invited members of the committee to visit the Records Office in Chichester to see what they do and to discuss future plans.

**b) To agree next steps**

Date to be arranged. Further discussion regarding ownership to be taken to the Parish Council

**151) To consider any items in need of refurbishment in the Village Hall**

The clerk reported that the rear fire doors may need replacing. The handyman has made all possible alterations. Cllr Bob Darvill agreed to get a quotation for repair/replacement.

**152) To receive an update following the meeting with the plumber**

Cllr Bob Darvill provided an update, it was agreed that as the water sample testing had come back clear there was no need to make any repairs at this current time.

**153) To discuss the Village Hall website**

The site builder system that runs the Village Hall website will be discontinued at the end of November. The committee agreed to transfer selected information from the website across to a separate page on the West Hoathly Parish Council website. Clerk to action.

**154) To consider a request from West Hoathly Preschool**

West Hoathly Preschool approached the committee to request a small break in paying hall fees as they have reported a significant reduction in children attending the Preschool and this has therefore impacted their income.

The committee unanimously agreed to apply a reduction in hall fees for a period of two terms. The committee also agreed to cover the costs associated to the fencing work in the rear garden as it was noted that this was of benefit to the Village Hall.

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

It was noted that there has been reports of occasions where hall hirers have entered the hall prior to their booking time. The committee agreed that given the need to issue the key prior to the booking and the nature of part time staff and volunteers managing the bookings, it is very difficult to manage. No changes were proposed.

**Date of next meeting 19<sup>th</sup> February 2023**

There being no further business the meeting closed at: 20:26

Chairman-----