

Staplehurst Village Centre Management Committee

Meeting held 12th August 2014

Present: Mr. P. Kelly, Mrs. M. Stephenson, Miss. A. Sharp, Mr. S. Lain, Mr. M. PL, Mrs. M. Arger, Mrs. J. Fairfax.

1. Apologies: Mr P Butcher.

2. Matters Arising + Approval of the last meetings minutes and Matters Arising
- Agreed.

Item 5 - Tarmac JF commented good job. Committee agreed.

Item 11 - PK not seen any evidence of any requirement.

3. Treasurers Report MS

£ 24,856.29 CAF Bank

£ 9,996.82 NATWEST

We have had a metered invoice from Southern water - was £40.00, now £31.10 a month. Gas was £308.00 a month but now £223.00 a month. Arrears by one user being paid off steadily - thank you.

Cheques out:-

£ 495.00 Cleaning

£ 2,375.00 Tarmac + fencing at rear

£ 25.00 deposit refunds

4. Bookings + 6. Keys

* SL taking over bookings on Tuesday 19th August 2014.

* Keys given + signed for - W.I., Pilates, Tai Chi. **JF**

PK doing - Slimming World, Sobell (N Hall for emergency fire use only), Under 5's, Martial Arts, J Davidson.

JF - Horticultural, **SL** - Drama, Miniaturists - **JF** or **PK**.

* Drama - Have made a request to use the North Hall in April / May 2015.

This will conflict with our regular users. Committee discussed the logistics of facilitating their request. The concern is a loss of revenue from regular users. **SL** will talk to R C-Golding at Drama.

5. Oil Tank / Wall

Committee discussed their concerns regarding safety of the wall and the oil tank area. Repair wall or remove and take tank away?PK & M PL will check the area.

6. see 4 above

7 - Maintenance Quotation - PK

| | |
|-------------------------------------|-----------------|
| Hedges, strimming grass + weeding - | 5 x £ 65 = £325 |
| Gutters (low + high) | 3 x £190 = £570 |
| Total | £895 |

(Currently the back hedge is looked after by Sobell Lodge)
Committee discussed. **AS** to clarify details and refer back to committee.

- * Electric hand dryers N Hall - pending
- * Curtains/ blinds over mirrors - pending.

8 - Cleaning contract + thank you to Michele - PK left room during discussion.
Committee agreed to buy a gift + card for Michele as a token of our appreciation for all her hard work. **JF**

Cleaning contract - quotes

Minster £10,080.00 **AS** to decline
Paxman £6,468.00

Committee agreed that we would appreciate Paxman cleaning continuing from September 1st to provide the cleaning services for the VC. This will be reviewed every 12 months. Trustees have to check cleanliness for weekends. **AS**

9. Seafood Stall - Mr. Steven Luxford -

License from MBC pending. Public Liability Insurance. **M PL / SL** will get a copy.

10. New emergency contact = booking number + MS + M PL

11. Watering

MA and JF watering August.

September - M PL + AS

October - The baskets will be taken off the walls and just pansies in the tubs.

Do we need new purpose built tubs?

12. Supplies - Kept in end office (paper towels / bin bags) Paxmans Cleaning use and when get low on supplies they email Treasurer. **MS**

13. North Hall Lights

JF + M PL replaced all the broken halogen lamps. One not working which we will get checked. Thank you.

14. Storage - air raid shelters

Management of agreed.

15. Snooker Club

Committee discussed management of the snooker room. We will need some time in January to 'refit' the room and fit new locks. Committee confirmed decisions to continue to make the snooker room available for hire in 2015. We would be interested to know if the members would be interested. Our aim will be to be make the room available for sessions. **AS** to notify Mr Frodsham.

16. Projector screen -

Committee agreed to get one for £43.24 inc VAT **AS**

16. AOB

- * Fire Alarms all tested and certificate issued
- * Most new locks have been done - some last bits to finish. **PK**
- * Vice Chair required as PK very busy - **M PL** agreed to try!
- * Need to all try and find some more volunteers!
- * Committee agreed for AS to update FB and website. **AS**
- * South Hall - pointing on 2 corners - pending. **PK**
- * Request for xmas lights inside N Hall for children's party on 21st December. Need to check re Drama panto. **SL**

Meeting ended 9.30pm

Next meeting 7.00pm Tuesday 9th September 2014
Apologies - MA (6 sept - 20 Oct) + possibly JF

Playgroup monies.

July invoice and use of North Hall £596.50.

They paid £749

Leaving a balance of £796.50 from their Pre Christmas Debt.