

## Marden Village Trust

### Draft Minutes of the Meeting of 1<sup>st</sup> February 2016

**held in the Community Lounge at 7.30pm**

Minute	Action
<p><b>Present:</b> Robin Brook (RB), Paula Barrett (PB), David Bennett (DB), Arthur Fraser (AF), Steve Miles (SM), Maggi Newton (MN), Chris Wathen (CW), Veronica Wright (VW), Sandy Brook and 2 members of the public.</p>	
<p><b>1. Welcome and apologies:</b> Robin welcomed everyone to the meeting and asked the committee to introduce themselves. Apologies were received from Jess Tidball.</p>	
<p><b>2. Draft minutes of meeting from 3<sup>rd</sup> November 2015:</b> were agreed as accurate subject to the addition of “in” in front of “appropriate” at 12a) and at 7, the addition of “new” in front of “Community Centre”.</p>	
<p><b>3. Matters Arising from Minutes of 3<sup>rd</sup> November 2015 not on agenda:</b></p> <p>a) RB has yet to source a “Please Keep Fire Doors Closed” notice to be put on the doors into the Community Lounge.</p> <p>b) VW agreed that for hall hire payments made by cheque the issuing of a receipt is not strictly necessary.</p> <p>c) At 8b) RB drew the meeting’s attention to the fact that one of the outside lights appeared not to be routinely working.</p> <p>d) 8d) CW was thanked for obtaining new curtains and getting them put up.</p> <p>e) 8e) Investigation into the locking mechanism of the external doors is ongoing.</p> <p>f) 8f) As agreed, the sixth and final whist table to be repaired is almost complete.</p> <p>g) 8g) A bulk supply of mop heads is to be purchased from an appropriate supplier so that the mop head can be changed frequently.</p>	<p><b>RB</b></p> <p><b>MN</b></p> <p><b>MN</b></p> <p><b>RB</b></p> <p><b>PB</b></p>
<p><b>4. Public Forum:</b> There were no comments or questions from the members of the public.</p>	
<p><b>5. Financial Report:</b> DB reported that the Trust was in a good financial position but needed to keep £3000-£5000 in the bank to maintain cash flow. Financial statement and overview attached. RB thanked DB for all his hard work in producing the detailed statement and overview.</p>	
<p><b>6. Bookings Report:</b> CW reported that casual bookings have increased. CW was thanked for generating this extra income for the Community Centre. CW then drew the meeting’s attention to a safeguarding issue that has arisen in relation to Community Centre users arriving early for a subsequent booking when Brownies and Guides are using the Centre. It was agreed that in such situations people should either wait outside or, in poor weather, in their cars, until the children has been collected. The committee then reviewed current and future bookings.</p>	<p><b>CW</b></p>
<p><b>7. Hire Rates:</b> Following a discussion it was agreed that regular user hire rates would be displayed in the corridor and on the village website.</p>	<p><b>RB</b></p>
<p><b>8. Rolling To Do list review:</b></p> <p>a) RB thanked DB, PB and CW for updating the inventory. DB advised that in</p>	

<p>future purchase dates would be added.</p> <p>b) <b>Dishwasher</b> Following discussion it was agreed that CW would obtain a quote for repair. If less than £30, repair will go ahead otherwise dishwasher will be removed.</p> <p>c) <b>Microwave</b> The faulty microwave to be removed and at this stage will not be replaced.</p> <p>d) <b>Blind over kitchen door</b> It was noted that the blind over the kitchen door is faulty. It was agreed to leave this until later in the spring when light ingress becomes an issue.</p> <p>e) <b>Door closer to external fire door to Community Lounge</b> The committee noted that this appears to have come adrift. CW to arrange to have this investigated.</p> <p>f) <b>Chairs stacking</b> In the light of continued concerns expressed by some regular hall users regarding their ability to stack and unstack the chairs at 9 high, it was agreed that in future the chairs would be stacked 6 high. A notice to this effect will be fixed to the wall behind the chair stacks. In order to facilitate this and in response to further concerns about the storage location of tables, the half size and as many full size ones as possible will be stored in the cupboard off the community lounge. The spare chairs and tables will be stored in the cupboard off the corridor.</p>	<p><b>CW</b></p> <p><b>RB</b></p> <p><b>CW</b></p> <p><b>RB</b></p> <p><b>Committee</b></p>
<p><b>9. Increased access to Church Library:</b> The committee agreed that the facilities of the Community Centre would be made available to the church free of charge if the church wished to take up this offer of making the church library more accessible.</p>	<p><b>DB</b></p>
<p><b>10. Youth Group initiative:</b> DB proposed that given the lack of leisure activities for the youth of the parish it would be a positive step if a Youth Activities Initiative could be set up. The committee agreed and offers of help were forthcoming. In addition it was agreed that some equipment would be purchased. PB offered to investigate the situation regarding DBS checks.</p>	<p><b>DB</b></p> <p><b>PB</b></p> <p><b>CW</b></p> <p><b>PB</b></p>
<p><b>11. Update from New Community Facilities Working Group (NCFWG):</b> DB gave the committee an update of the Marden New Facilities Working Group (MNFWG). Full details can be found on the village website.</p>	
<p><b>12. Report on Playing Fields and Play Equipment:</b></p> <p>a) <b>Tennis courts update</b> DB advised the committee that he was still waiting for information regarding possible Section 106 payments in respect of future renovation of the tennis courts. He further advised the committee that all necessary public liability insurance is in place.</p> <p>b) <b>Repair to fence</b> The committee thanked SM for repairing the broken fence rail.</p> <p>c) SM explained that the current wet weather was making the pitch difficult to use which had a negative impact on finances. The committee would like to remind all parishioners that the income from the paper bank is very important for the playing field.</p> <p>d) SM clarified the position re. cutting the grass and acknowledged that the grass was longer than ideal but that given the current wet weather the grass could not be cut.</p> <p>e) SM noted the position regarding public liability insurance and safety inspections in relation to the play equipment. The committee advised SM to contact the insurers and gain written confirmation that compliance is achieved.</p>	<p><b>SM</b></p>

<p><b>13. AOB:</b></p> <ul style="list-style-type: none"> <li>a) General cleaning to go on the next agenda.</li> <li>b) It was agreed that the picket fence around the play group area would be replaced. PB to arrange a work group.</li> <li>c) The committee discussed a recent problem that had arisen when a hall user needed to park their vehicle near the front doors in order to unload heavy equipment. A motorist with disabilities had parked their car in the disabled space. This had effectively parked in the first vehicle requiring the person with limited mobility to move their vehicle. It was agreed that whilst it is reasonable for people to park close to the doors to unload heavy equipment, the Village Trust cannot be held responsible for managing individual situations that might develop from this.</li> </ul>	<p><b>PB</b></p>
<p><b>14. Date and time of next meeting:</b> The next meeting will be held in April. RB to be advised of possible dates.</p>	<p><b>CW</b></p>

February 7<sup>th</sup> 2016