**Minutes of Extraordinary Meeting of Over Haddon Village Hall Management Committee on Monday 18th November 2019 at 7.30pm.**

**Actions**

**1.MC**

**2. MC**

**3. ZH**

**4. MC**

**5.JF**

**6.MC**

**7.MC**

**8.JF/MC**

**Present:**

Caroline Jones; Zena Hawley; Bill Parke; Martin Chresta; Christine Chresta; Trish Renshaw; Jill Beckett; Jen Foxon

**Apologies:**

Helen Head; Roger Truscott

**Clarification of Maintenance Schedule**

* Some concern had been expressed that if the person in charge of maintenance is away, the rest of the committee are not necessarily aware of checks that are needed.
* Martin Chresta agreed to forward a copy of the master list of checks required to Zena Hawley, so that items can then be added to agendas as necessary. 1
* It was also agreed that the relevant firms should be contacted to ascertain whether they could remind us when checks and services are due. 2
* Copies of certificates are to be kept together and filed by Admin & Compliance 3
* Martin Chresta will check that the lift inspections are up to date, and request the relevant certificates. He will also check the date when servicing is due. 4
* The hearing loop schedule is to be checked.

**Additional Maintenance Support**

* David Head and Jaime Beckett had kindly offered to do small jobs which become necessary, but did not want any further commitment.
* It was suggested that we should investigate the possibility of contacting a handyman with a view to being added to his list of customers, so that we could call on him when needed. Jen Foxon will contact other village halls to ask whether they have any contacts. 5

**Immediate Maintenance Issues**

* Jen Foxon had contacted Rynat about the playground inspection at the end of October but has so far had no response. Martin Chresta agreed to contact them again. 6
* Geoff Sheldon has still not done the roof slates, so it was decided to ask Darwell

Roofing whether they could do the job. 7

* Neil has got the new water tank and will arrange a date to install it.
* Helen Head suggested that the hall floor needs attention. Jen Foxon is to clarify the cleaning instructions, and Martin Chresta will contact the floor installer. 8

**Future Projects**

**Actions**

**9.ZH**

We must bear in mind that some large expenses are imminent, such as the new water tank, but Zena Hawley will ask for suggestions, to be included on the agenda for the next committee meeting.9

**Any other business**

Bill Parke asked whether the flickering drive light could be replaced.

Jen Foxon reported that there is another loose handrail in the entrance area.

Jen Foxon asked whether it would be possible to put protective strips on the reveal round the storeroom door.

**The meeting finished at 9.20**

**Caroline Jones thanked everyone for their attendance and contributions.**

**The next committee meeting is on 3rd December at 7.30**

**c/c:**

**Helen Head Martin Chresta Christine Chresta Jill Beckett Jen Foxon**

**Bill Parke Caroline Jones Zena Hawley Roger Truscott Trish Renshaw**