

**Minutes of the Monthly Meeting of Naphill Village Hall & Playing Fields Council
held on Monday 1ST April 2019 at 7.45pm**

Present: Clive Lawrence, Chairman
Paul Riglar, Treasurer
Judy Whitehouse Secretary
Tanya Stevens – Lettings Secretary

Members: Peggy Ewart, Cathryn Carter, Sarah Bacon, Dennis Lynch, June Lynch, Jenny Price, Dave Evans, Linda Clark, Daisy Leek, Dave Evans, Norma Clarke, Gloria Leflaive, Andrew Wasilewski

Item	Action
<p>1. Apologies for Absence</p> <p>Andrew Bottomley, Judy Redrup</p>	
<p>2. Declarations of Interest</p> <p>There were no declarations of interest.</p>	
<p>3. Declarations of Items to be Taken Under Any Other Business</p> <p>It was agreed that we would discuss one item raised by Ruth Daly under any other business.</p>	
<p>4. Minutes of Last Meeting</p> <p>Andrew Bottomley had recorded apologies for absence at the last meeting. With this amendment the minutes of the meeting on Monday 4th March 2019 were agreed and signed by the Chairman.</p>	
<p>5. Matters Arising</p> <p>Trustee Reorganisation</p> <p>This will be discussed at the AGM meeting that follows.</p> <p>Christmas Tree Lights Grant</p> <p>It was agreed we would leave this until next November when the lights are checked before they are put up.</p>	
<p>6. Fundraising Events</p> <p>Napfest – Grand Draw tickets were distributed for sale</p> <p>Classics on the Crick – nothing urgent to discuss</p>	
<p>7. Treasurer's Report</p> <p>The Treasurer's report will be presented at the AGM that follows.</p> <p>It was proposed by Paul Riglar and seconded by Sarah Bacon that we approve £1,940 reimbursement to Clive for the posts around the car park. Voting took place CARRIED UNANIMOUSLY.</p> <p>The Treasurer warned that there were some big bills coming though in the next month,</p>	

<p>including the invoice for cutting down the fallen tree.</p> <p>Leases – no further action to date. Paul is unable to take this forward due to work pressures. An alternative lead will be sought at the next meeting. ONGOING.</p>	<p>Clive L</p>
<p>8. Lettings Secretary's Report</p> <p>Casual lets for March were £753.</p> <p>There was an issue with a Saturday night hirer who broke into Bon Ami and caused a considerable amount of damage to stock. We will need to reimburse Bon Ami and then recoup from the hirer. The problem occurred because they broke through the fire door in the small hall. It was agreed that as there is already sufficient fire exits we should lock that fire door.</p>	
<p>9. Play Area</p> <p>The Treasurer confirmed that the insurance has been arranged.</p> <p>Due to a price change there is a shortfall of £200 between the cost of purchasing, delivering and installing the benches and the grant that has been awarded. It was proposed by Peggy Ewart and seconded by Sarah Bacon that we should make up the difference. Voting took place CARRIED UNANIMOUSLY.</p> <p>A notice needs to be placed on the Play Area saying that we are now responsible. It was agreed that Peggy and Clive's names and numbers would be placed on it.</p> <p>Specific responsibility for dealing with matters around the play area needs to be assigned and this will be added to the agenda for the next meeting for discussion.</p>	<p>Peggy Ewart</p> <p>Judy W</p>
<p>10. Strategic and Maintenance Group</p> <p>Clive has contacted WDS regarding the soffits and guttering and has also asked another organisation to quote. One more quote is required. It was confirmed that we need a standard specification for people to quote against to ensure that a fair decision is made.</p> <p>Car park posts – Completed. Clive was thanked for his hard work getting this job done.</p> <p>Installation of the replacement audio system and installation has commenced.</p> <p>Three quotes for Bon Ami doors will be circulated after the meeting.</p> <p>Clive will investigate whether an external storage container would require planning permission.</p>	<p>Clive L</p> <p>Judy W</p> <p>Clive L</p>
<p>11. Health and Safety Issues</p> <p>The following risk assessments were allocated for completion by the May meeting.</p> <p>Slips, Trips and Falls – Ruth Daly Working at Height – Linda Clark Hazardous Substances – Clive Lawrence Electrical Safety – Mark Booth Legionnaires/Water Safety - TBC Information for Hirers - Tanya Information for Contractors - Norma First Aid & Reporting of Accidents - Gloria Leflaive Asbestos - Already completed as a separate third party report Insurance – Paul Riglar</p>	

<p>Fire Safety – Judy Whitehouse</p> <p>Clive also removed the remains of the football club posts which had been reported as a health and safety issue.</p>	
<p>12. Actions Taken by Chairman Under Delegated Powers</p> <p>Clive advised that he had authorised emergency work on the fallen tree.</p>	
<p>13. Members Reports</p> <p>Nothing to report</p>	
<p>14. Any Other Business</p> <p>A request has been received from the Cub Scout Leader of the Naphill Cub Pack who would like to teach the Cubs bricklaying skills but building small brick barbecues in the garden of the Scout HQ. It was agreed this was fine and Ruth will let them know.</p>	<p>Ruth D</p>
<p>16. Date of Next Meeting</p> <p>Monday 29th April 2019 at 7.45pm</p>	

The meeting closed 8.00pm