

Cound Guildhall Trustees.

Minutes of the meeting held on Monday 7th October at 7pm

Present: Rex Sartain Chairman, Marion Adams Treasurer, Linda Clutterbuck Secretary, Tim Roberts, Stephen Crack, Geraint Rees, Laura Lewis, Mavis Hunt and Briony Wells.

Apologies: Sheila Knights.

Matters Arising. Item 14 Insurance Renewal now covers the Guildhall and Book Shop.

It has been agreed that proceeds from the sale of books will be split 50:50 between the Guildhall and St.Peter's Church and £136.25 has been banked.

The bookshelves will be secured to the walls as recommended. ACTION RS

A letter of thanks will be written to Concord College for the tables that Gemma Harper organised. ACTION RS

Financial Matters. The bank account holds £9,444 and there is £4,000 still available for the kitchen. It was recommended that we retain £3,000 in the account with the proviso that it could be spent if it was agreed by the committee.

TR presented a final invoice from Fisher Electrics but the figure was disputed, it will be investigated and Trustees updated before payment is made. ACTION TR.

The toilet – Fisher have installed two cables to supply the fan heater and hot water heating system. The cost of the fan heater and the hot water heater is being met by a confidential donor, whilst the cost of the installation will be met by the ring-fenced funds that have been held for such a project. TR

An extractor fan needs to be sourced and Geoff Hunt needs to know what size to accommodate in the window frame. The capacity requires agreement from Trustees. RS agreed to discuss this with school electrician ACTION RS

An invoice was presented for stainless steel work done by Mervyn Smith for £216.00

Building Group Update. SC

The cupboard under the hatch has been excavated by Roy Jaycock and a shell has to be bought to fit in the hole. The counter cannot be fitted until this has been done. SC to liaise with Geoff Hunt. SC is not available for Guildhall work until the end of October.

Sam Caldicott is coming to assess the toilet roof valley which is leaking. ACTION. TR

GR had an estimate for a fire proof electric shutter for the hatch of £800 – 1000.00 One question arose as to whether this would need to be linked to a fire alarm as we do not have one. If not it would be the lower figure. Check with Fire Officer. ACTION RS

Repairs to the windows facing Glebe House will be done as soon as weather allows. ACTION GR

H & S. No issues to report RS.

Certificates required following the works to ensure that the Guildhall is compliant with current H&S legislation and validated insurance.

- a. Building Regs Cert and completed commissioning record required from Jarvis plumbers for the installation of the hot water boiler. ACTION TR
- b. Electrical Installation Cert. (EC1) from Fishers. ACTION TR
- c. PAT tests due. Re. PAT testing appliances TR suggested that Graham Betts of RCC be contacted as he has a system a for village halls. ACTION RS

Website. GR reported that Google Drive is up and running so send any documents for storage.

Giving Machine is also active GR will take over the administration from LC.

BW suggested Amazon Smile so GR will look into it.

Future Activities. Briony and Laura will coordinate events and Briony will organise advertising.

Ideas: Treasure Hunt in conjunction with Jaguar Land Rover. Bridge (Claire England), Wreath Making (Rebecca Rees), Wicker Workshop and Create a Plate.

Bonfire is in principal approved but the venue needs confirmation. ACTION TR

When a Guildhall fund raising booking is confirmed please send to GR to be added to the website and Facebook via Gemma Harper. As soon as there is a list of events it can be on the noticeboards.

Wenlock Herald and Village Life deadlines are 11th of each month.

Correspondence. GR is unable to attend the Village Halls Conference at Ryton 19.10.19 open to anyone else to book.

Future meetings and sub-committee dates to be confirmed.

Possibly – Building Group – 18th November

Events Group – 9th December

Trustees full committee - 20th January 2020

Everyone please find estimates for the list of work to be done on the wish list.

The Buildings Group budget for the under-hatch shelving is £150.00

The meeting closed at 8.30pm.


R. P. SARGAN
Chairman
Candott

20/01/20