

**NOTES OF LITTLE EATON VILLAGE HALL BUILDING MANAGEMENT  
COMMITTEE MEETING, HELD ON  
27 OCTOBER 2009 AT HULLAND WARD MILLENIUM VILLAGE HALL.**

**PRESENT:** Simon Downing, Brian Adams, Barbara Adams, Howard Parkin, Ray Ford, Ian Shaw, Susan Tulloch, Andrew Martin, Tim Phillipson, Norman Grundy, Bill Hutchison, Sid Whitehead.

Doreen Roach [Parish Clerk].

**271009.01 Apologies** - Tom Parr, Allan Carter, John Easter

**271009.02 Declaration of Interests** – None

**271009.03 The Chairman of Hulland Ward Parish Council, the Chairman of Hulland Ward Millenium Village Hall Management Committee and Booking Clerk,** kindly gave us a talk on how they run their Hall, which was built in 2000. Ten people and nominees from the various major users within the village form the Management Committee. They gave us a break down of charges, and information on their tried and tested rules of letting and obtaining the necessary licences needed. Simon Downing thanked them for their valuable information. Brian Adams asked what was the take up percentage of usage of the Hall, the answer was approximately 70% of time, with variations during school holidays and Christmas most evident.

**271009.04 Correspondence** – Simon Downing reported he has received a letter from the WI stating that they will make their funding donation of £20,000 by the 21st of December. WREN will be paying the second staged payment funding claim of £97,938.00 on 27th October. A payment to Radleigh will be made at the PC meeting on 28th October. We are unable to make a grant claim to the BLF until building regulations have been obtained, Howard Parkin said that this was almost settled. Some alterations are required on the door from the stage on to the staircase. This is in hand and should be approved in the near future. Simon Downing said he would e-mail a copy of the final plans to members of the committee. Howard Parkin stated that the actual kitchen size and the fitters plan size varied. A meeting is to be arranged to resolve this. A provisional order for the kitchen will be placed, with fitting will be scheduled to take place in March / April 2010.

**271009.05 Progress of the Project** - Howard Parkin reported that the project was on schedule, despite the ground being a 'bit sticky' due to recent rain. Simon Downing reported that the web site is updated regularly with photographs of progress and Minutes of the LEVHMC meetings.

**271009.06 Fixtures and Fittings** -The Chairman had arranged for the chairs and tables previously viewed, to be available for further scrutiny. It was proposed by Barbara Adams, seconded by Susan Tulloch and unanimously **resolved** to purchase chair frame C4, with fabric in cobalt blue colour, 140 would be ordered.

It was proposed by Brain Adams, seconded by Ray Ford and unanimously **resolved** to purchase table T2 , 25 to be ordered, together with 2 half round ends.

Howard Parkin had brought along a collection of floor covering. It was decided to leave this discussion until the next meeting.

Howard Parkin reported that he had received another quote from the sound equipment company which was more in line with what would be needed in a Village Hall, but was exceptionally superior. This would include a Sanyo multi-use projector that mounted in the ceiling. The quote also included the stage lighting. Howard was to obtain a quote from another company for reference. Ray Ford asked about applications for musical equipment, this will be added to the next agenda.

**271009.07 Pavilion Refurbishment** – Howard Parkin reported that the asbestos survey has been completed, with only the least dangerous sort being found in the soffits. This should not be disturbed when refurbishment takes place, and therefore should not pose a problem.

**271009.08 Hall Management Committee** – Simon Downing stated that this was on the Parish Councils agenda for 28th October meeting.

**271009.09 Items for the Next Agenda –**

- I. Radleigh Progress Presentation
- II. Heating and Electrical Systems
- III. Floor Covering

**271009.10 Any other business** – The Booking Clerk from Hulland Ward Village Hall outlined how they conduct the running of their Hall along with information on running the bar and licences needed. He also issued us copies of the templates he uses. Simon Downing thanked the members of Hulland Ward for their hospitality.

**271009.11 Date of next meeting** - Monday 13th November 7:00pm, Little Eaton OAP Hall.

There being no other business, the Chairman closed the meeting at 9.10pm

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