

Welney Parish Hall Management Committee

Minutes of the Committee meeting held at Bridge House, Welney, at 7.30 pm on Tues 2nd Dec 2003.

Present:

Mark Farrow (Chair), Karen Fleming (Minutes Sec)

This meeting had been brought forward by a week to finalise arrangements for the Xmas Fayre to be held on Saturday 6th December 2003, and was held at Bridge House at the request of the Minutes Secretary.

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by |
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| 1. Apologies: Clr. Steve Kerr (Vice Chair), Peter Cox (Treasurer and Correspondence Sec)' Roger Giles (Functions organiser), Clr. Ken Goodger. | |
| 2. The minutes of the last meeting on 6 th October 2003 were read and agreed to be correct. They were then signed by MF. | |
| 3. Officers Reports: None. | |
| 4. Matters arising | |
| 4.1. Environmental health spot check
The double sink in the bar area is in process of being fitted. It is in place awaiting plumbing. | KM |
| 4.2. Licence renewal works
We are awaiting quotes for replacing two fuse boxes and for rectifying a fault in the emergency light over the exit onto Bedford Bank, from DJ Whicker of Downham Mkt. Also a quote for supplying and fitting an water heater for the bar sink. | MF |
| 4.3. DDA compliance.
To be reviewed at next Committee meeting. | all |
| 4.4. Water leak
Anglian Water (AW) has disclaimed responsibility for the leak outside rear of store-room. | |
| 4.5. Water charges
We are supplied via 2 meters, but are only billed via one. MF to ask PC to discuss with AW | PC |
| 4.6. Ladies toilets
MF will make signs requesting that sanitary towels be disposed of appropriately, ie not flushed down the toilets. KF will source sanitary towel bags. | MF |
| 4.7. Hall floor
We are awaiting provision by SK of inspection hatches at bar end of the Hall to enable inspection of the under the floor; there is considerable movement of the floor near the bar. | SK |
| 4.8. Bank mandate.
Thought to be in place. Awaiting confirmation by PC. | PC |
| 4.9. Christmas bazaar (Xmas Fayre)
Most stall-holders have confirmed. MF to contact Charlotte Cox re Norfolk Essential Oils. MF and JF will organise decorations. KF to ask Elisabeth Deckker about tablecloths used at 2002 Bazaar. | MF
KF |
| 5. Correspondence: none | |
| 6. Any other business: none | |
| 7. Date of next meeting: Tuesday 10 th February 2004 at 7.30pm in the Parish Hall | |
| 8. Meeting closed: 8.55 pm | |

These minutes were read and agreed as correct on:.....

And signed by the Chairman.....