

**MINUTES OF HALL COMMITTEE MEETING 18<sup>th</sup> March 2024  
IN RUNWELL VILLAGE HALL AT 7.30PM (Start delayed to 7.40pm)**

**IN ATTENDANCE:** - Chair Mrs A Ellis; Messrs: Clark, Rogers and Sloane; Mesdames Evans, Gould & Payne. Non-voting Cllrs Crossley & Tarplett

**Minute 211 Apologies:** Cllrs Hutson & Redway

**Minute 212 Declarations of Interest:** None declared

**Minute 213 Review of Hall Charges**

The Committee recommend to the Full Council to increase prices by 5% with effect from 1<sup>st</sup> April 2024. The Committee made a further recommendation to the Full Council to hold the weekly hire charge for the Runwell Pre School at the 2023 rate of £12.00 per hour. Revised price list see Appendix 1

**Minute 214 Review of Hall Deposits**

The Committee recommend to the Full Council that Hall deposits should be £50 minimum or 50% of the hire charge.

**Minute 215 Review Saturday Key arrangements.**

Several Cllrs agreed to join a rota to issue keys to private hirers. Assistant Clerk to organise as needed.

**Minute 216 Review of Hall Hire Agreement**

Minor adjustments needed to the hire agreement to cover return of deposit, heating controls and “Martyns Law” (to be added once the new Anti-terrorism Act is passed through Parliament). No football parties. Add maximum size of bouncy castles allowed.

**Minute 217 Maintenance & Minor Jobs**

1. Exterior paintwork – it was agreed to get a quotation to include minor/major works. GG offered to do minor interior “touch-ups”. Clerk to check spare paint supplies.
2. Noticeboard – woodwork requires treatment PUT ON HANDYMANS JOB LIST
3. Hall ceiling - replace tile/s after water ingress repaired. Several names put forward to look at the roof. AE/GG to liaise.
4. Front Village Hall Sign “LLs” at the front of the Hall to be replaced. HANDYMANS JOB will need erect the tower. Arrange for the Easter Holidays. (“A” needs to be checked)
5. Internal/External signage to instal – Work party or HANDYMANS JOB
6. Kitchen - Stick down stainless steel plate by cooker
7. Minor Electrical Work - Faulty power socket next to Microwave  
Remove hand drier in accessible toilet
8. Gents toilets – Replace Petcock Valve on urinals. Cllr Redway to fix on return from holiday  
Check the hand drier. HANDYMANS JOB
9. Accessible Toilet – Make good door. HANDYMANS JOB  
Purchase & instal tall modesty mirror
10. Main Hall
  - Check/Replace hinges on Double doors and check frame HANDYMANS JOB
  - Remove moss on play area. HANDYMANS JOB, moss killer to be applied during Easter Holidays when not used by the pre-school. Moss has to be swept off as jet washing removes the safety surface.
  - Awaiting adjustments to the fire door catches and steel frame for the floor by the entrance door ordered from We-Glaze. Alarm will be “set” once the doors are adjusted.
11. Questions/Other:

New garden hose needed; 3<sup>rd</sup> Radiator on left needs new controller; radiator in toilet lobby – valve stuck on high; Wickford TC D Day meeting looking for bunting (agreed) and possible use of car park – Hall hired on Thursdays so unable to help.

Meeting closed at 8.50pm