

**KNAPTON VILLAGE HALL MANAGEMENT COMMITTEE
MINUTES OF MEETING HELD ON WEDNESDAY 4 NOVEMBER AT 7:00pm**

PRESENT: N Holroyd, G Kemp, L Winter, L Risebrow, M Renwick-Forster, M Lees, S Hammond & E Stannard.

APOLOGIES: M Allen.

The Chairman thanked SH for hosting the meeting at Church Farm and welcomed Eileen Stannard.

MINUTES of 7 October were agreed and signed as a true record.

MATTERS ARISING:

- Repair to notice board: Proving difficult to move the board but matter is in hand.
- Other fundraising ideas: NH had made enquiries about archive films and local dialect talks but a visit to UEA is required so matter pending.
- Tabletop Sale: flyers have been delivered to every house in Knapton, signs have been put up and local media notified. Items for sale have been collected and ML has organised cakes etc. Eileen and Alison Glaze will do a tombola, tickets 5 for £1. Final arrangements were discussed.

CHAIRMAN/TREASURER'S REPORT:

NH circulated spreadsheet showing £1272.62p in the account.

An estimate of £2,750.00 has been received from Spire for a feasibility study. The Committee felt this was expensive. NH is looking through past files to see if a survey has been carried out previously. Meanwhile, NH & SH will make contact with other surveyors for estimates. LW pointed out that under EU Regulations 3 quotes are required for projects over £10,000. Fees are usually about 12 1/2% of total bill.

MR-F suggested approaching the Fete Committee for financial help. Request to be put in writing. ACTION NH.

LR will ask Andy Gatfield if the electric heaters in the Methodist Church are suitable for the Village Hall.

NH will contact Jill Webb to see if the Methodist Church will donate any items to the Village.

CHEESE & WINE EVENING:

To be held on 11 December. Alison Glaze has offered to do a quiz. Tickets £5 each, maximum 50 people. Bring own cheese and wine. ML & NH will sell tickets and be contacts. SH will bring glasses. ML will bring bread, biscuits & chutney. Committee to each bring 12 mince pies & provide coffee. LR will ask Andy if he would kindly play the piano. Eileen kindly offered to organise singing.

FUTURE BOOKINGS:

As above plus usual regular bookings.

ANY OTHER BUSINESS:

LR reported that Michael had offered to treat the damp outside wall. NH will contact the neighbours in the cottage to request access.

MR-F suggested holding a pancake evening on Shrove Tuesday 2016 to raise more funds. This was agreed unanimously.

DATE OF NEXT MEETING:

Monday 7 December at 7pm Church Farm.

The meeting closed at 8:10pm.

Signed:.....

Chairman

Date:.....