**Notes**

**PVHMC 28 October**

1. **Apologies**
2. **Minutes – 2 September: Correct?**
3. **Matters Arising: Chairs and tables Posters done: thanks Philippa**

**Photo of Ray Braden – thanks Carol**

1. **Chairman’s Report**

* **Resigned from Parish Council: pressure of work**
* **Curtains and blinds installed – great feedback**
* **Sound system being used**
* **Village Halls Week: ? event with ARC to celebrate history of village halls**
* **Other issues on agenda**

1. **Treasurer’s Report – accounts audit and Charity Commission**
2. **BACS payments:**

**close Lloyds account. One bank account with Santander. BACS capability. One signature but payments authorised by email for audit trail. In line with other village halls in Sussex. Recommend.**

1. **Major items of expenditure:**

**£10k in pipeline!**

**Floor (after Christmas): £2195 - agreed**

**LED lighting – Wednesday: £3298 - agreed**

**Pumps and sewage system and sump: £3978: for decision – when can it be done?**

**Good job bookings are coming in - and from outside Pett!**

1. **Booking Manager’s Report:**

**2 days between now and Christmas no bookings**

**New regular activity: art class on Wednesday afternoons**

**Bookings for 2020 coming in steadily**

**All calendars for 2020 now on website**

1. **Booking Deposits: a couple of problems recently. We need some more specific criteria for deposits. Draft policy attached.**
2. **Bookings Calendar: covered. Made it clear that bookings are on a first come, first served basis. The only practical way.**
3. **Events Organiser – we do not have capacity to organise events ourselves. We have said we will facilitate but perhaps we should be more proactive to show we are willing. Ask for volunteers for an Events Organiser to be co-opted. Not a trustee unless they want to be. ? speak to me in the first instance. I’ll circulate a draft.**
4. **Hall Maintenance Report – toilet repair in Gents**
5. **Caretaking arrangements – a year in. How are things going?**
6. **ARC Update – funds being sought. Will need to get some grants for Gallery work to be undertaken. Very successful Intro day on 12 October. A very good community event.**
7. **WiFi: working well.**
8. **Health and Safety – Fran thinks we do need safeguarding policy. For discussion and decision**
9. **Fundraising – Craft Fair 7 December. Thanks to Carols. Fully booked despite competition.**
10. **AOB**
11. **Next meeting: 6 January 2020. 7pm.**