

**Present**

Roger Messenger (Chair)  
 Pat Hewett  
 Bill Morle  
 Jo-Ann Harvey  
 Mary Baldock  
 Paul Collis  
 Jane Forbat  
 Nigel Shaw  
 Liam Harvey  
 Paul Daniels  
 Joanne Barber

**Apologies**

Peter Brackett  
 Barry Gosling  
 Robin Kirkland

**In attendance:** David Crittell

**Circulated to** All above

**Date**

8 pm, Tuesday 6 August 2019

**Location**

Lloyd Hall

**Subject**

Management Committee Meeting

Order	Main item	Action
	<p>Note: Roger Messenger was unable to be present for the first hour of the meeting so the meeting was chaired by Bill Morle.</p>	
1.0	<p>Apologies were noted.</p>	
2.0	<p>Minutes of the meeting held on 30 May 2019 - these were agreed and would be signed by the Chair as a true record.</p>	
3.0	<p><b>Treasurer's Update</b></p> <p>The Treasurer Peter Brackett was unable to attend the meeting and had emailed a financial summary as at 3 August and a covering note setting out main points which were summarised by the acting Chair as follows:</p> <ul style="list-style-type: none"> <li>• In addition to regular hirers, £594 was received in July from Tandridge for 2 election hires;</li> <li>• Coffee morning payment of £1,011 was received in August;</li> <li>• Non-operational income received was £1,975.41 made up of £1,052.90 from Tommy Blaize event and flapjack sale proceeds of £922.51;</li> </ul>	

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4.0	<p>Repairs and maintenance in July included:</p> <ul style="list-style-type: none"> <li>• Replacement of emergency light, repair of water heater, tests of fire alarm and emergency lighting (£562.80)</li> <li>• Annual renewal of sanitary disposal contract (£325.73)</li> <li>• Boiler maintenance (£207.60)</li> <li>• Fire extinguisher test (£234.80)</li> <li>• Kitchen extractor fan replacement (£162).</li> </ul> <p>A question was raised as to why the Outwood Show account balance is as high as £4,400; historically a substantial balance has been retained in the account to cover expenses/losses of a future Show.</p> <p><b>Booking Secretary's report</b></p> <p>Jo-Ann reported that wedding enquiries were coming in for 2020 and a new regular exercise class booking had been made for Tuesday mornings from this September.</p>	
5.0	<p><b>Hall Issues/Update</b></p> <p>Bill Morle reported:</p> <ul style="list-style-type: none"> <li>• The works mentioned in the Treasurer's Update (above) had been carried out;</li> <li>• Maintenance of the sump pumps is due later this week and maintenance of the sliding door partition is due later this month;</li> <li>• Cleaning contract: there had been problems and Bill will meet with the contractor to discuss these. Hirers are obliged to clean after their hire but do not always do so effectively.</li> </ul>	
6.0	<p><b>Event ideas and promotion-upcoming events:</b></p> <p>Auction of Promises 23 November</p> <p>Vintage evening (Music Hall) and supper 19 October</p>	
7.0	<p><b>Outwood Show</b></p> <p>David Crittall reported that in addition to the Horticultural Society Summer Show a number of stalls had now been confirmed including:</p> <ul style="list-style-type: none"> <li>• Coconut shy</li> <li>• Tandridge Council</li> <li>• Parish Council</li> <li>• St Johns Church Outwood</li> <li>• BBQ</li> <li>• St Catherine's Hospice Raffle</li> <li>• Afternoon tea and cake</li> <li>• Beer tent (Michelann Pollard)-bright bitter was suggested as the best option (does not need time to 'settle' and no wastage)</li> <li>• Outwood Cheese Company</li> <li>• Royal British Legion</li> <li>• Treasure Map game</li> <li>• Various games for children</li> </ul> <p>There would be a £1 entry fee for adults; Sam Payne is in charge of the stalls. Gazebos and equipment will be taken out of the store and checked in advance of the Show; Smallfield Village Hall is lending tables free of charge. Volunteers are needed to help set up the show on Friday evening (30 August), on Saturday morning and also on Sunday to help clear up. It was suggested an email be circulated around the village requesting volunteers.</p>	

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8.0	<p><b>Outwood Show (contd)</b> David Crittall had hoped to run additional children's games in the Wells Field adjacent to the Hall grounds; however activities on the field are not covered by the Hall's insurance and David was hoping they would be covered by the Parish Council's insurance. Bill Morle said that Roger Messenger (as Chair) would require a written undertaking from the Parish Council's insurers that they accepted liability in relation to the activities on the Wells Field taking place at the same time as the Show. If such an undertaking could not be obtained then activities could not take place on the Field during the Show.</p> <p><b>Outwood Ball 2020</b> Nothing to report.</p>	
9.0	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Joanne Barber who recently moved into the Old School and was present at the meeting would like to become a member of the committee; Joanne was welcomed and could liaise with her immediate neighbours on any Hall issues.</li> <li>• <b>Parking area</b> to be created outside the Hall:</li> <li>• Bill Morle reported the correspondence he had had with Surrey County Council and it had been confirmed that a statutory agreement would have to be entered into between the Council and the Parish Council;</li> <li>• Surrey County Council's fees would be in the region of £5,000;</li> <li>• Three tenders received for the works indicate a cost greater than £20,000;</li> <li>• Surrey County Council may require a bond to be lodged equivalent to the cost of the works;</li> <li>• SCC considers that a road closure will be necessary, incurring costs including advertising and traffic management;</li> <li>• If the parking area is completed, SCC will be responsible for its future maintenance so SCC determines the specification for the works to ensure that maintenance costs are minimised.</li> </ul>	
	<p><b>AOB (Contd)</b></p> <p>A discussion followed; based on the figures above, it would be too expensive to proceed with the scheme; it was suggested that the Parish Council could contact councillors at Tandridge Council in the hope that pressure could be put on Surrey CC to simplify or reduce their requirements or provide additional grant funding</p> <ul style="list-style-type: none"> <li>• Liam Harvey is proposing to set up a Facebook page for the village; this could be used to publicise village events and this proposal met with approval from those present at the meeting.</li> </ul> <p><b>Date of next meeting: Thursday 26 September.</b></p>	

