**CAMPSEA ASHE PARISH COUNCIL**

**INAUGURAL VILLLAGE HALL SUB- COMMITTEE MEETING HELD**

**MONDAY 24TH SEPTEMBER 2018 IN THE VILLAGE HALL**

Present :- Richard Fernley ( Chair of Parish Council ) Georgina Proctor, Nathan Wills

 ( Parish Councillors ) Mike Aitkins, Mandy Moore, Maria Martin, Maxine Cooper, Kate Hayward, Frances Gander, Barry Cable ( Clerk & RFO to Parish Council )

The meeting was opened by the Chair of the Parish Council, who explained that he was there solely in that capacity, and while he was willing to help on an ad hoc basis, he did not wish to have a formal role in the management.

1/ To elect a Chair – after debate on whether there should be a “Revolving “ chair, it was agreed that that may be unsettling , and a permanent Chair was recommended to sign official documents etc. Georgina Proctor was proposed and accepted.

2/ The Secretary shall be the Clerk to the Parish Council.

3/ The Treasurer shall be the Responsible Finance Officer ( R F O )

4/ Bookings Officer- Kate Hayward had volunteered to do this, and was duly appointed . She is also to hold the cheque book and paying in book, so that payment(s) can be made locally.However, they must be approved by the signing signatories of the Parish Council and arrangements are to be made to change these from existing V H members to P C members.

Kate will also email RFO with details of receipts and payments as they occur. Bank statements are to be sent to the RFO.

The new Committee will therefore be- Georgina Proctor, (Chair), Clerk & RFO, Kate Hayward, Mandy Wood, Mike Aitkins, Nathan Wills, Maria Martin, Maxine Cooper.

5/ The following items were then discussed- the drains require rodding and Mike Aitkins will arrange this. John Taylor wants to use the Hall for music practice, The Clerk is to email some question sheets to be used as quizzes/ fundraisers. It was noted that the Playgroup / toddler group had a sum of P C Money remaining in Village Hall Account amounting to £ 50.00

A water leak had occurred and the water company had sent a substantial bill for usage. However a contractor had been contacted to repair the leek and the water company had agreed to base the usage on the consumption recorded between 2 fixed dates, a reading had been taken on 24th Sept and the next one is due 8th October.

A quantity of old paperwork had built up from both P C & V H which is to be transferred to Ipswich Records Office

The Clerk informed the meeting that the Charity Commissioners had been contacted over the change of Trusteeship, but no reply yet received.

It was noted that the Hall is licensed for 105 people seated and 210 dancing

Date of next meeting Monday 29th October 2018 7.30pm