

## **Orac Meeting Minutes 11.07.17 @ 19:45**

**Present:** Dave Cox (Chairman), Di Noller (Treasurer), Alison Davenport Jones (Secretary), Sandra Cox, Nigel Woodhouse, Debbie Phillips, Julia Pointer, Anne Stainsby (committee)

Alison Brice, Kerry Deering (Friends of the School) Cynthia Capey

**Apologies:** Gordon, Neil Flack, Neil Sizer

Dave opened the meeting at 19:45

### **Review and agreement of minutes from previous meeting**

Last month's minutes were read and agreed

### **Treasurer's report**

Di presented the report to the committee members and visitors. A copy is on file.

The expenditure on the new bar was hailed as a great success. Income over expenditure is in credit so we now have some assets and puts us in a good position.

Di has almost completed a grant application for the play area and will supply a summary of the grants she has ongoing at the next meeting.

The agreed preschool payment holiday will be redressed in this financial year.

Dave thanked Di for her report

### **Hall cleaning and maintenance**

To save money, the committee will take on hall cleaning. A company will be employed to carry out a deep clean every six months. Dave proposed a mini-meeting to set up a rota.

After much discussion about how to administer a refundable deposit, no conclusions were reached.

The friends of the school proposed a "free clean" in return for free use of the hall.

### **Hall extension**

Darren Noller, the architect, will make changes to the plans for the extension based on Dave's drawings.

Option 1: buildings are attached, extending the width to encompass both windows as doors

Option 2: Alter the roof to extend the floor and storage space, possibly including new stairs

### **Friday bar opening and support**

Nigel will get 3 poly bins for Friday's pop-up bar and the Sunday Step Dance. There is a good stock of cans and bottles of beer. Bar staff are organised for both events.

Sandra, Julia and Steve will cook burgers and hot dogs at the Step Dance. A vegetarian option will be available. Julia will make price list posters.

Dates for pop up: 14th and 28th July, 4th August

We will continue with the popups until the pub re-opens and then look into cabaret/themed night.

Christmas dinner is booked for Saturday 2nd December. Dee Stephenson and Lyndsay Sim will help with the catering.

### **Oracle**

Dave thanked Di for the Oracle magazine and asked if anyone is prepared to take it over. Di explained how to prepare and arrange printing with Envigo (275 copies). Debbie and Julia volunteered to produce the next two issues. Di will provide guidance for the next copy. The deadline for printing is 15th September

### **Hall bookings**

Di presented an overview of hall hire and finances. She explained that the difference in rates reflects the tenet that local users should benefit most.

Amounts paid vary from group to group as rates are worked out on time and frequency of usage.

Average annual running cost is approx £10k.

Di proposes increasing standard user rate to £20 per hour. She presented comparative rates from other villages in the area.

The noise abatement order may put hirers off so advertising needs to make it clear that live or recorded music can be played.

Advertising of the hall to be included in the next Oracle magazine. Debbie suggested advertising with a flyer drop. Anne proposed advertising in the Debenham and Thorndon magazines, also in the doctor's surgery. Alison Brice said the school could put notes in the book bags to go home with the children.

Dave wants to raise the profile and reputation of the hall to encourage increased usage and enhanced income. At the next meeting we will discuss future events

### **Committee members' roles and responsibilities**

Re-allocation of jobs:

Debbie will check the noticeboard and keep it current. Dave is taking on some of the jobs Di has historically done.

### **AOB**

- Knit n Natter - Cynthia asked if we could consider having the sewing/knitting group in the hall where the ladies would be happy to pass on skills to school children and other adults in the village. Knit n natter group will discuss the logistics and report back at the next meeting. Friends of the School are keen to be involved.
- Grass cutting and village green maintenance. Dave will chase this up
- Cynthia offered to be the link between St Michael's church and the village. Dave will reach out to the community online to try and get the scaffolding or any other work for the church paid for.
- Dave reported the recent interaction with the headteacher at the school
- Di gave an account of the flooded hall due to the water softener. The insurance assessors have visited and the loss adjuster has asked for more information. The water softener has been replaced. Dishwasher still to be installed but has been delivered.

Dave closed the meeting at 21:57.

**Next meeting:** Tuesday 8th August 2017 at 19:45