**GVHT Management Committee Meeting Minutes**

Thursday 23rd August 7.30

**Apologies**- Steve Blatherwick,(SB) Roy Evett (RE) Susan Macaldowie (SM)

**Present**- Jim Pattison (JP) Chair, Eric Easton (EE) Treasurer, Laura Edmonds (LE) Secretary, Sarah Ramsey (SR) Rob Freeland (RF) Vickie Short

Minutes of previous meeting accepted as a true record (may 2018)

**Actions points previous meeting**-

\* In accordance with GDPR, paperwork in the boiler room should be looked at and sorted, JP to look at.

\* Information to be passed to Heidi for website, still in process of being collated, All to continue to next meeting.

\* Discussion of rates and village boundaries, EE to write 'mission statement'

\* Friends of the Hall, All to discuss at AGM but EE to compile 4 questions to float idea and will send to committee before AGM

\* JP to speak with Dave Murray about safety fire numbers for the Hall

\* JP to chase up oven cleaner/oven service

\* Hall floor re varnish to be carried forward but JP to enquirer into quotes

\* SB to clarify with Alan Short what work has been carried out and what will need doing

**Hall Booking Processes-**

\* SR to email booking secretary to contact previous weddings to ask for testimonies and feedback

\* JP to email Vicki to confirm fitness class prices

\* EE to send Colleen an invoice form

**Treasurers Report- current account £4898.44 and £10,000 in reserves**

**Future plans and events**

\* Children's Halloween party Oct

\* Christmas fair 26th Nov

\* AGM Wednesday 24th Oct

**Other business-**

\*SR send emails to trader for Christmas fair \*SR draft flier for AGM \*LE to email SR photos for AGM \*SR teas and biscuits AGM

SR asked who is responsible for inventory check list, will ask booking secretary

EE brought up the he and Dave Ramsey set up and can remotely control the heating in the Hall, was agreed by all the booking secretary should also have access and have the app

EE to write dishwasher guide

SR Amp guide

RE to check minutes online are up to date and added

RE to add a save the date for the AGM online

JP to contact Vicki to see who has safe box code number and make a list

Agreed should take it in turns to do a quick weekly check of the hall SR to start week commencing 3/9 EE 10/9 JP 17/9 LE 24/9 RF 1/10 RE 8/10 SB 15/10

**Next meeting**- Tuesday 2nd Oct, village hall 7.30pm