

The Narth & District Village Hall Committee Minutes | 14 November 2024

Attendees	Apologies
Clark Atkinson (Chair) David Lloyd (Treasurer) Anna Brown (Secretary) Judi Smowton Marcus Harling Nathan Smowton Richard Smowton Wen Atkinson	Ali Arnell

Agenda Item	Discussion / Action(s)	Who
1. Minutes of Previous Mtg	Agreed (amend Item (2) Matt Sadler)	
2. Committee Matters	a) The Committee welcomed Nathan Smowton & Wen Atkinson b) Trustee induction for NS & WA c) Add NS & WA to WhatsApp & Google Drive	CA AB
3. Finance & Capital Projects (DL)	a) 6 weeks into new financial year – electricity bill paid £3452, YTD income £2100, £38k balance b) The Mystery of the Blue Moon Saloon £115 profit c) Call Mr Robeson £70 profit d) Oktoberfest £239 profit e) Kitchen – taps replaced f) WC refurb - final spec issued to interested parties. Recommended flooring contractor = Abbie Carpets or Phillips Carpets g) Grant app completed for replacement garage door h) Completing app for WG grant ‘community spaces’ (£25k)	DL
4. Maintenance (CA)	a) Trees behind Hall need reducing b) Cooker extraction/flue not working, ref Maintenance Sub Committee	CA/DL
4. Hall Hire & Housekeeping (JS)	a) Bookings update – December 26 (21 in 2023), Jan 22 (23 in 2023) b) Pilates reduced 2 to 1 hour c) Cleaner costs have increased, reduced hours cleaner required d) Heating on in WC e) Requested smart meter, no response yet	
5. Health & Safety (RS)	a) Monthly checks completed, records on Google Drive b) Lock to emergency door to conservatory requires maintenance/replacing c) MCC training courses available online e.g. First Aid, Food Hygiene (see addendum). Please upload training certificates to Google Drive ‘Training’	
6. Events	a) Events Sub Committee met 13/11/24 b) Carols & Crafts Family Event 22/12/24 (Fiona H) c) Silent Disco January 2025, 70 tickets, table top bar (Ali A) d) Beetle Drive 7 March 2025 (Rachel W) e) Wine Tasting with Wendy Gibney date TBC f) Glade Tavern with Fish and Chips March 2025 g) Need to promote sound system/equipment available in Hall, excellent quality. Upgrade space as part of development of bar? Local theatre	NS / MH / CA

	groups interested? Seeking local knowledge to advise! MH, NS & CA to investigate	
7. Media (CA/AB)	a) Newsletter and website continue to be updated. Seeking Deputies to help. b) Looking for volunteer to help with social media. Youth Sub Committee?	
8. 100 Club (JS)	a) November draw completed, Marian R (1 st), Jane B (2 nd)	
9. AOB	a) Christmas Tree will go up 1 December	
10. Date of Next Meeting	Thursday 9 January 2025, 7.30pm, venue TBC	

ADDENDUM

MCC Training Courses

“At Be Community, we value diverse approaches to volunteering. We honour and appreciate each volunteer’s unique contributions. Be Community empowers Monmouthshire volunteers with comprehensive training resources and opportunities.

Our approach at Be Community is multifaceted. We cater to diverse volunteer needs and interests, offering training courses that cover various aspects of volunteering and community group management.

Our goal is to equip individuals with the skills and knowledge needed to make a meaningful difference.”

[BE Community - Monmouthshire](#)

www.monmouthshire.gov.uk/community/training



Example courses:

- Emergency First Aid at Work
- CIEH Food Safety in Catering Level 2 (online)
- CIEH Health and Safety in the Workplace Level 2 (online)
- Making Grants Work