

King Edward's Hall, West Tytherley

Management Committee

Minutes of meeting held on 12th March 2008

Those Present:

Jane Larner (chair), Barry Whitlock (treas), Pat Barretto (sec), Lyn Bowditch, Margaret Down, Louise Falcini, Tim Blumer, Mike Fry, Cynthia Sherlock, Sheridan Allman, Graham Wright, Ann Wieland

Apologies

Marion King

1. Minutes of Last Meeting

Minutes from the last meeting were approved

2. Action Review

Actions cleared this month:

- Hall hire conditions are now complete. Just need laminating.
- Test Valley Environmental health contacted wrt recycling bin for cardboard
- Exit plan drawing has been modified
- Further quotes have been obtained for hearing loop
- Mats are back on stage
- Licence question has been added to booking form

Hearing loop: 3 choices – half loop where people need to sit in a particular area, a full loop where you can sit anywhere, and loudspeakers. The cost of a full loop is approx £1.5k.

3. Treasurers Report

See AGM minutes for details of end of year accounts.

Bank balance = £57, but expecting some £5k from school for hall hire by the end of this month.

Circus skills was in profit by £119, but that assumes a £250 hog the limelight grant. Cannot afford to support the workshops in future. All the HTL grant money has now gone.

Water rates are still to be paid. Barry is discussing the rates with Southern Water as the bill is incorrect. They are asking for £197 but it should be a lot less.

Insurance still needs paying, which will be in the region of £1500. The amount of cover needs to be reviewed as we are currently under-insured. The cover at the moment for the building is £536k but something in the region of £750 is probably more realistic. Machinery cover is also quite small at £13k. Barry to review level of cover required.

A £5k overdraft has been agreed and extended for 2 months.

4. Events & Reviews

As a general comment, ticket prices need reviewing, as they tend to be on the low side. After all, where else can you possibly get festival-quality entertainment plus food for £12? For entertainment + food we should be increasing ticket price to £15. Also we should look to make 100% profit on drink.

The next showcase for HTL is on the 26th April in Sherfield on Loddon between 10:00 to 16:00. 2 committee members are invited.

Circus Skills (19th Jan 2008)

Was well attended but it is not profitable. Comments have said it was about an hour too long.

Forest Forge – To the Marrow (20th March 2008)

7:30 start. Tickets £8 no concessions.

Shoo Shoo Baby (18th April 2008)

Separate meeting for organise food Thursday 20th at 9:30 at Cynthia's house. Tables will be sold. Tickets £12 to include 2 courses. Shoo Shoo require secure changing facilities therefore limited access to kitchen for this event.

Auction of Promises (20th September 2008)

Separate meetings have been organised. Lots of preparation required for this event. Joint beneficiary for this event is Hampshire Air Ambulance. This enables us to advertise and secure promises and an audience from a much wider area. Auctioneers are Tim Mousely and John Bowditch. All committed to come up with ideas for promises.

10k Run (Sept/Oct 2008)

Date TBD as it needs to avoid clashing with other large and local runs. Pat to come back with a suitable date so it can be advertised in advance.

Harvest Supper (18th October 2008)

Details TBD

Christmas Panto (24th Dec 2008)

Details TBC

5. AOB

- Radiator is still leaking
- Hole by the door needs repair
- Touch-up of paint required where chairs have rubbed against the walls
- Need doormat for the back door
- New scrubbing brush required
- Recycling lorry is having difficulties accessing the bins
- 26th March there is a talk in the hall on butterflies

6. Action Summary

New Actions :

Create ShooShoo tickets	Pat
Put hall hire conditions onto website	Pat
Review the level of insurance cover required	Barry
Find out whether school has its own insurance cover for equipment kept in the hall	Graham
Come up with 5 ideas of promises	All
Set date for 10k	Pat

Actions from previous meetings:

Speak to Hampshire highways

Translate hall hire conditions

Put back the notice boards & clock

Contact stage lighting expert

Electrical appliances need testing

Apply for licence for Shoo Shoo

Mike/Tim

Sheridan

Mike

Sheridan

Barry

Louise

7. Next Meeting

Wednesday 30th April, 8:00pm in the Black Horse.