

MINUTES OF THE MILNER INSTITUTE COMMITTEE

Wednesday 17th January 2018 -7:30pm

Apologies: Joan Hughes & Julie Priestner

Present: David Felix, P T Floyd, Di Ross, Jane Pocock, L Hankey, Sylvia Leitch & Hazel Harkins, Jean Rowe, Shirley Scullion & Tom Rosmuller

1. Welcome/Apologies – Pam Taylor Floyd welcomed all to meeting. Apologies received from the above. Welcomed Shirley to the meeting and to her new post.
2. Minutes from Meeting dated 14th November 2017. Minutes passed
3. Matters arising not on the agenda – Keep Fit – Shirley to check if back in possible time of 3:30. Website think it's expensive – Shirley has had meeting with Mark doing 2 hours per month. 2 facebook pages we really only need 1 and needs to be kept up to date. Shirley was showed how to use system called Trello. Shirley has sent him information to bring up to date.
Music bills have been paid £345.
4. Treasurers' Report:
Apologies for my absence again,
Current account balance- £3200
50/50 £2300
COIF £3400

Would you like to transfer half of the 50/50 into current account (ie the profit)?
Anything in particular the committee would like it to go towards?
Have remedial works for Haliburton been planned as yet? (£1700)
Gambling licence is up to date. Are any other bills outstanding?
Could I have the details of the new Manager so I can set up a standing order.
Have you agreed on a pay day?
Could we do online transfer rather than cash or cheque for this.
Shirley to be paid same as Jemima. Shirley will contact Joan with details of bank account etc
Transfer £1150 from 50/50 to current account.
Shirley has had the outside light sensor looked at.
Our thanks to Joan for the detailed reports.

5. Hall Managers Report –

Phone/Broadband needs looking at as not effective – Shirley to look into this

Shirley has answered all emails received since 1st Jan. Music group Shirley to check if need to re-book.

Notice boards have been updated, Insurance cert is out of date and needs displaying. Film to give Shirley poster.

Booking form been designed deposit asked for would be extra if want to use sound system, projector. Building holds 120 people.

6. Films – Last film not enough people to make profit but plodding along. Roy Kirkpatrick coming on Monday to look at wiring for projector – Shirley to attend 3:15pm.

7. A.O.B- Chip Van looking to come back Friday 16th Feb 5-8pm agreed this okay but all rubbish has to be removed and not left on site. Rental £15 for use of car park.

Shirley has been thinking of ideas for use of the building at weekends – David advise can be used for pretty much anything. Church might want to use – have service 3rd Sunday in July. Well being day once per month – for a trial Rental £20 per hour first booking £10 per hour for further bookings.

Pre-Loved sale – rent table similar to car boot. Cups can we get rid and sell?

Boiler needs service. Jane commented that radiators not working properly in big room and it has been very cold especially having children in building. Shirley to bleed radiators.

LED Lights Sylvia has quote. Pam getting quote from Jon at church. Defib being done on Friday.

50/50 –Collectors needed Lindfield Close and Church. Shirley said would do Lindfield, Di said would do church. Jane said would send to all parents at nursery. Draws for Jan - Feb have been made.

January – 1st – 111 Jim Harkins

2nd – 214 Divina Woods

3rd – 37 Paul Adamson

February – 1st – 91 Annabel Squires

2nd – 107 Isabelle Porter

3rd – 199 John Graney

9. Date of Next Meeting – Wednesday 14th March 2018 at 7:30pm at Milner Institute