

CHILMARK READING ROOM
Minutes of CRR Committee Meeting held on 9 July 2019

1. Present

Kirk Murray-Jones, Dathan Trent, Barny Guthrie, Morag Philpott, Alison Whipp-Long, Liza Jack, Sarah Miller, Jenny Gavin

2. Apologies

Henrietta Cockrell, Johan Denekamp

3. Minutes of Last Meeting

The minutes of the meeting held on 3 April 2019 were approved and signed
Proposed: Sarah Miller; *seconded:* Liza Jack

4. Matters Arising

4.1 Wall Damp

Sarah said that the Historical Building Advisory Service had come to look at the damp problem. They advised that the damp the problem was probably due to water from the guttering on the Diapers side having nowhere to go. They said we should try running water down the pipe from a hose for 20 minutes to see where the water goes. They said the Reading Room does have a damp course; however this had been breached in places, in particularly by concrete on the adjacent drive. This could possibly cured by digging a soakaway trench, however, Sarah pointed out the only land owned by the Reading Room was that where we occasionally store the table trolley. Dathan, Kirk and Barny agreed get a hose to run water through the guttering and to talk to Margaret Wood about the problem.

4.2. Memorial Bench

Sarah had ordered the memorial bench which will be delivered on 31 July 2019. The cost is £370. It was agreed not to purchase a cover at present.

4.3 Strip Lighting Replacement

Sarah had obtained a second quote for replacement of the lighting and heaters. This also quoted for the lighting to be attached to chains and for attaching them to the ceiling. Attaching the lights to chains is slightly cheaper and should not reduce the light level. It was agreed the lights should be attached to chains as at present. This quote also included repair to the outside light. As the quotes to be submitted to the Area Board need to be identical and on headed paper, Sarah agreed to obtain an amended quote from the first electrician, as he had quoted for attaching the lights to the ceiling and for 4 heaters instead of 3. If she was unable to get an amended quote, she would get another quote from a different electrician. When the figures are in, Sarah will work out how much grant we will apply for. Applications for grants from the Area Board need to be submitted by 7 August 2019 for consideration in September.

4.4 PAT Testing

It was agreed that whoever was going to do the electrical work would be asked to do the PAT testing as well.

4.5 Shed Roof

Sarah had not heard from Dave Ford with regard to repairs to the shed roof. She agreed to chase him.

5. Treasurer's Report

Johan had circulated the accounts together with explanatory notes.

There had been a small loss for the quarter of £585 which had been expected. Room hire income should be ahead of the budget for the year. Electricity was the main overrun compared to the amount budgeted, due to very large percentage increase in unit costs since March. We are still await the redecoration invoice and in Q4 expect to order the memorial bench. More significantly we need to get the lighting project agreed and scheduled. We have budgeted for a grant of £1,000 and the grant application needs to prepared. We need to sign off details of the lighting work and get it scheduled to be done, ideally before the end of Q4, ie the end of September. We are probably going to produce another small surplus for the year.

Sarah said the Parish Council has approved a grant of £500 for the Reading Room. Kirk agreed to thank the Parish Council.

6. Insurance

The Reading Room insurance had been paid. However, there was an option to renew for up to 5 years at a cheaper rate. It was agreed to renew the insurance for 5 years next year.

7. Patio Working Party

Sarah had kindly weeded the patio. It was agreed that the patio needed regular weeding in the summer. It was agreed to have a working party on Saturday 17 August 2019 at 10.00am.

8. Future Events and Fund Raising

8.1 Pop Up Pub

Two pop up pub events had taken place. We had been let down for the first one as a licence had not been obtained in time. Mary and Patrick Boyles had kindly step in, and Janey and Patrick Middleton had kindly run a second event. Mary and Patrick Boyles are going host a licensed bar run by Premier Bar Services on 26 July 2019. Patrick has obtained a licence. It was agreed that the Reading Room should reimburse Patrick the cost of the licence.

Proposed: Liza Jack Seconded: Morag Philpott

Carl Jacobs had offered to hold a Pop up Pub at the Cricket Club or in the Reading Room if raining. This would need a licence. It was thought it was better to be a bring your own event if it was in the Reading Room. Sarah would discuss it with Carl.

8.2 Barbeque

It was agreed that the barbeque should run from 5.30 to 8.00pm on 25 August 2019. Sarah agreed to do the publicity. It was agreed to charge £5 for adults with children free. Morag would be the contact point for tickets. It was agreed to have a barbeque sub committee meeting on Thursday 1 August at 6.30pm.

8.3 Talks

Sarah had emailed Dave Surtees but had not heard back from him.

8.4 Wiltshire Rural Arts

Sarah had circulated the Wiltshire Rural Arts programme. Sarah agreed to find out if John Hegley is still available and if so how much it would cost.

9. Any Other Business

None

10. Date of Next Meeting

Wednesday 9 October 2019 at 6.30pm