

**CHILMARK READING ROOM**  
**Minutes of CRR Committee Meeting held on 13 October 2021**

**1. Present**

Morag Philpott, Johan Denekamp, Henrietta Cockrell, Karen Whewell, Barny Guthrie, Dathan Trent, Liza Jack, Jenny Gavin

**2. Apologies**

Sarah Miller, Kirk Murray-Jones, Alison Whipp-Long

**3. Minutes of Last Meeting**

The minutes of the meeting held on 14 July 2021 were approved.

*Proposed:* Morag    *Seconded:* Dathan

**4. Matters Arising**

**4.1 Asbestos Survey**

Dathan had circulated the asbestos survey report. This had identified four areas where there is asbestos. All areas are in good repair and were fine to be left as they are. However, if work is needed in these areas, the asbestos risk would have to be addressed at the time work is done.

**4.2 Reading Room Improvements**

Morag had had feedback from the village as to what we were going to do with the grant money. She had also had discussions with Patrick Middleton in his role as Trustee. Patrick has also consulted Lord Margadale. It was the Trustees view that the money should be spent sensibly on capital projects.

Morag, Johan and Dathan had formed a working party to discuss proposed improvements. Johan had send an email outlining the following proposed improvements.

- a. To investigate the damp by removing the plaster on the RHS of the fireplace to the height of about 1.2 meters to allow us to see what the stone wall is like underneath and to allow the area to dry out. If the wall is attractive underneath we could possible leave it exposed.
- b. To take off the modern render outside and to excavate the concrete area.
- c. Entrance Hall – Improve the entrance by removing the wooden threshold which is a trip hazard and installing new doors. This would have to be done in accordance with health and safety and building regulations.
- d. Reconfiguring the non-disabled toilet to include the washbasin area, and provide a hand dryer. Creating an area to hand coats.

After the committee had visually reviewed the above areas of the Reading Room, it was agreed that we should prioritise the damp problem and hopefully find a builder as soon as possible who could remove the plaster.

**4.3 Risk Assessment**

Karen had just completed the Risk Assessment. Karen said that a copy should be kept in a folder in the Reading Room together with information for hirers on items such as where the fuses are, use of step ladder, spillages, stacking chairs. Morag agreed to buy a folder. Karen said we should also have a fire risk assessment.

*Action: Morag*

**4.4 PAT Testing**

Karen said PAT testing was not a legal requirement but we had a responsibility for visually checking portable electrical items. Karen said it is difficult to find someone to test a very small number of items.

**4.5 WiFi**

Sky broadband had been installed in the Reading Room. Morag said Sky had also provided a voice hub for phone calls. It was agreed that we didn't require this at the moment.

Morag said that Wessex Internet had booked the Reading Room on 17 November 2021 for a public meeting to see if there was sufficient interest in them providing a fibre internet service to the village.

#### **4.6 Barbeque**

Morag thanked Johan and Dathan for providing barbeques for use by the Reading Room.

#### **4.7 Purchases**

Morag said that a projector and screen had been purchased which was used for the first time at the Mark Aston talk. Two cafetiers and a new bin for the kitchen had also been bought. Mary Boyles had left a perculator she had used for her coffee morning in the Reading Room and had asked whether it could be left there. It was agreed we should ask Mary to remove the perculator.

#### **4.8 Unwanted Items**

Morag said that as Chilmark Opera would no longer be rehearsing in the Reading Room the electric piano was no longer required. It was also agreed to dispose of the small wine glasses and find alternative storage for the large glasses in the kitchen area. It was agreed to check that the piano was in working order and then Henrietta would put it and the glasses on Freecycle. It was agreed also to sort out the shed and dispose of unwanted items. It was agreed to buy shelving for the shed together with plastic storage boxes.

#### **4.9 Hirer's Checklist**

Jenny agreed to update the hirer's checklist and put a copy up in the kitchen area.

Action: Jenny

#### **5. Treasurer's Report**

Johan had circulated the accounts for Quarter 4. As expected the income from room hire and events was very much lower than expected but we were saved from having a loss due to the grant. Total income for the year was £18922. Expenditure was £3355 which included electricity, cleaning, insurance, set up costs and monthly cost of broadband, and the purchase of projector and screen. The surplus for the year was £15,566. At the end of the year there is £26,803 in the bank.

Johan said that the grant money should be spent wisely on capital projects. Liza commented that as we have ongoing expenses now including the cost of broadband, money should be kept in reserve. Johan agreed that we should have a reserve of £5,000 to £10,000.

#### **6. Future Events and Fund Raising.**

##### **6.1 Talk**

The talk by Mark Aston had been very successful and ticket sales resulted in him raising £360 for his charity.

##### **6.2 Halloween**

Ali had agreed to run the Halloween event. She would provide hot dogs, pumpkin soup, pumpkin pie and mulled wine. Henrietta agreed to provide a lucky dip. Dathan and Kirk also volunteered to help. Morag agreed to email Ali to find out what help she needs.

[Subsequent to the committee meeting, in view of Wiltshire Council guidelines to school to limit social mixing until two weeks after half term, sadly, it was agreed that the Halloween event would have to be cancelled again this year. We look forward to having a huge Halloween party in 2022.]

Action: Morag

##### **6.3 Christmas Plans**

It was agreed to hold a Christmas bazaar on Saturday 11 December 2021 starting at 2.00pm. It was agreed to hold a tombola, produce stall, and mince pies and mulled wine. Henrietta agreed to provide holly. It was agreed that we would not charge any rental to local people if they wanted to rent a table.

##### **6.4 Other Events**

Morag suggested that we have live music events. She asked committee members to follow up and leads. It was agreed that we would see if the Rural Touring arts have any suitable events and to hold a quiz in the spring. Patrick Middleton had suggested that we have events that have a wider appeal.

#### **7. Any Other Business**

It was agreed that the hirer's agreement should be put on the website.

#### **8. Date of Next Meeting**

24 November 2021 to follow AGM