

Queen's Hall Committee
Minutes of a Meeting held at 8.15 pm on 7th May 2009

Present: Mrs King (Chairman), Mrs Macintyre, Mr Gregory, Mr Blanch & Mrs Revell

In Attendance: Mrs Jones (Clerk)

- 282. Apologies for absence** were received from Mr Salisbury, Mr Gallagher & Mrs Burgess
- 283. Declarations of Interest** There were no declarations of interest regarding any items on the agenda.
- 284. Approval of Minutes of Previous Meeting** The minutes of the meeting held on 5th February 2009 were taken as read and confirmed as a true record.

285. Matters Arising from the Minutes

It was noted that the outstanding matters with regard to the Museum had been settled. The decking had been treated with the anti-slip surface and was much improved. A new member of staff had been appointed to help with the administration.

286. Budget Statement

The budget statement for the year ended 31st March 2009 had been previously circulated. It was noted that there was an outstanding invoice due for electricity as this had been wrongly invoiced by EDF as 'street lighting' when it in fact related to the Hall. The insurance had been taken out with another company and paid for the current financial year. This had resulted in substantial savings for the Council. It was hoped that it would be possible to fund new chairs later in the year.

287. Maintenance of the Queen's Hall

Two quotations had been received for the exterior re-decoration of the hall. It was agreed to seek a third estimate for these works. It was agreed that the estimate for the work to the garden be accepted and the work put in hand as soon as possible. However, the garden currently required weeding, the contractor to be asked to tidy this up. It was agreed that a padlock with a code be fitted to the chain across the rear of the garden to enable hirers to use this access more easily. It was agreed to contact Dyno-Rod with regards to the drain in the cellar and to check with the builders as regards progress with the damp in the entrance.

288. Publicity for the Hall

The clerk was concerned that the regular bookings were in decline and that the hall now had some free space during the weekdays. After discussion, it was agreed that publications such as The Grapevine and the newsletters in Haywards Heath and Burgess Hill be looked into for advertising. It was also suggested that Warden Park School be contacted as well as Sawyers Gym.

289. Wedding Brochure

This was currently awaiting input from Mr Gallagher for the details of advertisers.

290. Rear Corridor

It was agreed that the builders be asked to change the door furniture on the new outside door to enable this to be used as a fire exit. It was noted that the building works had been entered for the Sussex Heritage Awards.

291. Next Meeting

The Chairman was unable to attend the next meeting scheduled for 2nd July. It was agreed that this be held with the Finance Meeting on 25th June.

The meeting closed at 8.50 pm.