**A meeting of Marton le Moor Meeting Room Management Committee was held on Wednesday May 9th 2018**

**Present**

Mal, Sandra, Maggie, Richard, Emma and Kate with Sylvia present as a member of the public

**Apologies**

Pippa and Sandi

**Election of officers**

Chair – Mal, proposed Richard, seconded Emma

Vice Chair – Richard, proposed Mal, seconded Kate

Treasurer – Sandra, proposed Mal, seconded Maggie

Secretary – Maggie, proposed Mal, seconded Emma

Management Committee members – Sandi, Pippa, Kate and Emma

**Maintenance**

Faulty kitchen fan – if the defibrillator is fitted outside the meeting room, Patrick has said that the electrician can deal with the faulty fan at the same time.

Faulty kitchen tap – Mal to ask on social media if anyone can mend this, or knows of anyone able to mend it.

Replacement or refurbishment of window and door – Sandi sent detailed notes on this project with the quotation from last year. (Notes in minutes book). Maggie reported over £4,609 in commuted sums and said that there is uncertainty as to whether subsequent new houses in the village will generate any more commuted sums for the meeting room.

After discussion it was agreed that Richard and Sandi obtain a quotation for the window only. It was also agreed to look at the possibility of refurbishing the door. Mal will ask his son to have a look and to find out the options and Richard will also ask Steve Lockwood.

Any work will have to be agreed with Newby. It was noted that Peter Greenwood at Newby is working less hours and taking more of a back seat now.

It was agreed that Sandi’s idea of a sign for the meeting room, showing its origins as a smithy, was good.

**Event planning**

This year’s events were decided at the last meeting, with Sylvia’s afternoon tea now having been added. It was agreed to have a meeting a few weeks before the barbecue.

**Items for discussion**

Mal asked about the lease extension. We have a letter from Peter Greenwood from 2009 confirming that the lease will be extended to 2045.

**Date of next meeting**

Wednesday July 18th at 7pm.