

## Eardisland Village Hall Management Committee

Minutes of the Meeting Held  
on  
Wednesday 18<sup>th</sup> January 2017

<b>1.</b>	<p><u>Attending:</u> Steph Griffiths (SG), Caroline Marsden (CM), Chair. Bob Aldred (BA) ,Jo South (JS), Chris Watson (CW), Richard Kirby (RK) Ruth Miller (RM) (Diane Lee (DL)).(Minutes)</p> <p><u>Apologies:</u> Edwin Thompson (ET). Kate Thompson (KT)</p>	<b>Action</b>
<b>2</b>	Minutes of meeting held on 14 <sup>th</sup> December 2016 agreed as correct.	<b>ALL</b>
<b>3</b>	<p><u>Open Forum</u></p> <p>Note made that Agenda should be produced and circulated 7 days prior to meetings to enable the public to attend should they wish.</p>	<b>CM to discuss with DL</b>
<b>4</b>	<p><u>Update on Action Points and Progress report</u></p> <p><u>Review of Child Protection measures.</u> Jo reported that she was now registered, has a reference number and password so her application now progressing and DBS will be processed. Kate has agreed to be the other named person.</p> <p><u>Review of Hire Agreement</u></p> <p>Caroline reported there were no critical changes to be made to the agreement. If any member of the Committee wishes to read the Agreement she has a copy.</p> <p><u>PAT testing</u></p> <p>Edwin not present at meeting so no update</p> <p><u>Update on Renewals/Maintenance</u></p> <p>Safety check on gas hob. Caroline to contact Grange heating to undertake this as the hob is classified as a commercial appliance not domestic.</p> <p>Small lotteries licence renewed for 2017 but to be reviewed in Dec</p>	<p><b>JS</b></p> <p><b>KT to be updated re process at next meeting.</b></p> <p><b>CM to review in 6 months</b></p> <p><b>ET</b></p> <p><b>CM</b></p>

	<p>as to whether to renew again.</p> <p><u>Weekly Fire alarm testing.</u> Diane asked if a paper record was kept regarding this. As Edwin not able to attend meeting to be raised at next meeting</p> <p><u>Recruitment of additional committee members.</u> Caroline has written an article in this edition of the Parish magazine. It is volunteers/helpers which are needed to help with the fund raising events.</p> <p><u>Appointment of third officer/signatory.</u> Kate offered to agree as she was unable to attend to be discuss at next meeting.</p> <p><u>PPL Licence (Phonographic Performance) –Commercial hall users.</u> All hall users are to be asked if they have there own PPR licence.</p> <p><u>Risk Assessment for Village Hall</u></p> <p><u>Energy Supply.</u> Chris reported that Scottish Power (Electricity supplier) are still not charging the correct charges/tariffs They are billing 11.9p a unit instead of agreed 10.1p. E-mails from Scottish Power have assured him they are aware and it will be rectified in due course. Again thanks to Chris.</p>	<p><b>CM &amp; DL</b></p> <p><b>ET</b></p> <p><b>ALL to try and ask someone.</b></p> <p><b>KT</b></p> <p><b>CM to obtain another copy of this Licence. CM to ask hall users if they have licence.</b></p> <p><b>CM &amp; DL to undertake Monday 23<sup>rd</sup> Jan 2017</b></p> <p><b>CW</b></p>
<p><b>5</b></p>	<p><u>Fundraising/Grant applications and user group survey – report.</u> Caroline updated the committee on some of the findings in the recent user group survey. Full findings published in the January/February edition of Parish magazine. The condition of the road and car park is to be monitored by the Parish Clerk but there</p>	<p><b>CM</b></p>

	<p>will be no full resurfacing for the time being. This means the VH Management committee can apply for the final round of grants from Severn Waste in March 2017 should they so wish. On a longer term and in conjunction with the Parish Council the committee can also look at obtaining funding from other sources. It was agreed that it would be appropriate at that point to approach Hannah Vernon for advice on a paid basis, if she was available</p> <p>Joint meeting with EVHC and PC 8<sup>th</sup> February 10.30 in the Village Hall.</p>	<p><b>ALL to attend if possible.</b></p>
6	<p><u>Review of Pricing structure</u></p> <p>No decision made at the present time.</p>	<p><b>Review</b></p>
7	<p>Jo Watson has offered her late husband's electronic piano for hall use. Those present felt this was a generous offer but that there would be limited opportunity to use it.</p>	<p><b>CM to thank Jo for her offer.</b></p>
8	<p><u>Emptying/ renovation of outside storage</u></p> <p>Shed outside needs to be repaired and the contents mainly plastic stacking chairs which are no longer used to be sold on e-bay.</p>	<p><b>CM to take pictures of chairs. Discuss at next meeting renovation/repair of shed.</b></p>
9	<p><u>AOB</u></p> <p>Steph has 9 sets of keys for the Village Hall all now allocated. Form needs to be signed by all key holders.</p> <p>Twinning Association have asked for a reduction in hall rate over the May Bank holiday period for Twinning activities 4 days in total.</p>	<p><b>SG</b></p> <p><b>CM to discuss with Ruth Bivand previous Chair re Insurance cover.</b></p> <p><b>All agreed</b></p>

	<p>Village Hall notice board needs repairing as key does not unlock the cabinet.</p> <p>Committee members asked to think of ideas for fundraising events this year.</p> <p>Utility meters read.</p> <p>Meeting closed at 8.45 pm.</p> <p>Next meeting 15<sup>th</sup> February 7.30 pm. Venue Village Hall.</p>	<p><b>To discuss at next meeting.</b></p> <p><b>ALL</b></p> <p><b>CW &amp; BA</b></p>