

## Eardisland Village Hall Management Committee (EVHMC)

Minutes of the meeting held  
on  
Wednesday 16<sup>TH</sup> August 2017  
7pm as AGM start was advertised as 7.30 pm.

<b>1.</b>	<p><u>Attending:</u> Caroline Marsden (CM), Interim Chair, Bob Aldred (BA), Jo South (JS), Carole Millin (CMN) Diane Lee (DL), (Minutes), Edwin Thompson, (ET) Kate Thompson (KT), Member of public: Tony Phillips. <u>Apologies:</u> Maryann Hanson (MH), Steph Griffiths (SG), Chris Watson (CW).</p>	<b>Action</b>
<b>2</b>	Minutes of meeting held on 19 <sup>th</sup> July agreed as correct.	<b>ALL</b>
<b>3</b>	<p><b><u>Updates</u></b></p> <p><u>Electrical Certification</u> A contractor has been identified to carry out this work: C Townsend of Leominster. Tony Phillips has given Mr Townsend a copy of the Hall booking schedule. No date for work to commence as yet. Caroline asked the Committee to agree for a general electrical condition survey to be carried out as part of this work. Cost £180 + VAT.</p> <p><u>Fire and General Risk Assessments.</u> Diane asked for Committee to agree these two assessments. Fire risk table adopted by Committee signed and dated by two Trustees. General risk assessment: the clause regarding a safe system for use of stepladder was deemed unnecessary, as no member of the public would be using it. The stepladder is for use by EVHMC only; it will be kept chained and locked with a combination lock.</p> <p><u>Toilet facility refurbishment: progress report.</u> Tony is now Project Lead for these works following the setting up of a Building sub-group as proposed at last months Village hall meeting. Tony and Bob Lee are in the process of drafting a form of words for an exchange of letters to the two contractors. Grange Heating (plumbing) JS Woodfield Ltd (builders).</p> <p><u>Response to consultation event feedback and the way forward.</u> Carole presented a proposed Eardisland Village Hall Development Plan extrapolated from the suggestions received at the consultation event in June.</p>	<p><b>All agreed</b></p> <p><b>DL</b></p> <p><b>DL to amend and present at next meeting. ET to purchase chain and combination lock.</b></p> <p><b>CM</b></p> <p><b>CMN</b></p>

The documents had been circulated prior to the meeting and will be available on the website.

Part of the document is in the form of a Pie chart, which highlights the main themes of the short, medium and long-term proposals for the Village Hall, which were suggested on the day:

29% Extending –Hall generally.

11% Upgrading-Heaters

11% Extending –Kitchen.

8% Decorating –Paint.

8% Upgrading –Insulation.

8% Extending-Storage.

5% Upgrading –Kitchen.

5% Upgrading –Windows

5% Extending –Stage.

5% Comments-Don't knock it down.

5% Upgrading –Partition (against).

It was agreed to use this document as a 3-5 year Village Hall Development Plan, which will be put before the Parish Council. Kate suggested some demographic information about the Village to be included to back up this plan. Caroline pointed out this is already in the Village Neighbourhood Development plan but may be worth adding.

All agreed to adopt Carole's document as a way forward.

Thanks to Carole for collating all this information and producing a readable and workable document.

This part of the meeting ended at 7.35pm.

To be followed by **AGM**.

Minutes of the **AGM** meeting will be presented separately.

**EVHMC** resumed at 7.50pm following the standing down of the Committee and the election of new Committee members.

Attending: Caroline Marsden (CM) Chair, Carole Millin (CMN), Secretary. Diane Lee (DL) Minutes, Tony Phillips (TP), Jo South (JS), Edwin Thompson (ET), Bob Aldred (BA),

Member of the public: Kate Thompson (KT).

Apologies: Chris Watson (CW), Steph Griffiths (SG), Maryann Hanson (MH).

	<p><u>Updates continued</u></p> <p><u>Grants</u> Carole continues to pursue Grants, this time for the curtains for the Hall. £5000 is required. Unfortunately Bulmer's have rejected an application, however she has others to contact and will update the committee at the next meeting.</p> <p><b>4</b> <u>Co-opting of associate members for the duration of the toilet refurbishment project</u> Bob Lee, as part of the newly formed Building sub-group, will be an associate member of EVHMC but will have no voting rights.</p> <p><b>5</b> <u>Key safe</u> Caroline informed the Committee of the insurance implications of having a key safe situated on one of the outside walls of the Village Hall. The safe will be for Hirers to access the Hall key prior to events. The Insurance company have stipulated it has to be made clear to the Hirer it is their responsibility to ensure the Hall is locked after their use and the key returned to the key safe. Also that the combination would be a once only number, for each hiring. All agreed the key safe a good idea and various options regarding where to situate it were discussed. Caroline will investigate appropriate Police approved key safes.</p> <p><b>6</b> <u>Duck races</u> Edwin and Kate confirmed the races would be going ahead on Sunday 27<sup>th</sup> August. First race 2:30 p.m. Kate now has enough volunteers. There will be 2 gazebos. 1 selling tickets for the races, 2 Tombola stall. Monies needed for raffle ticket books and float. £100 agreed. This year walkie talkies will be used for better communication as well as the megaphone. Everyone hoping for good weather and that a good number of people attend.</p> <p><b>7</b> <u>Open Forum</u> No comments from the members of the Public present.</p> <p><b>8</b> <u>Any other business</u> Next Village Hall Fund Raising Event Ideas suggested were:  Soup &amp; pudding Champers &amp; cake Car treasure hunt. (BA) Can everyone think of more ideas for next meeting please  New Years Evening Disco booked.</p>	<p><b>CMN</b></p> <p><b>CM</b></p> <p><b>CM</b></p> <p><b>This information will need to be included in the Hall Hire Agreement Update at next meeting.</b></p> <p><b>ET &amp; KT</b></p> <p><b>CM</b></p> <p><b>CM to confirm at next meeting.</b></p>
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Richard Kirby has asked Caroline if EVHMC could help as a joint venture to provide food for the Harvest Festival meal on Friday 13<sup>th</sup> October following the Harvest Festival service in the Church. The Committee were asked if they would prepare a meal to share for 6 people, main or pudding.

Agreed in principle but Edwin, Kate, Carole, Bob and Caroline are away, they will donate monies for food or prepare something in advance for someone to keep in their freezer.

Edwin informed the Committee that the Art Group have no regular bookings on the Community website.

Carole suggested another alternative for Hall bookings. Using a dedicated pay as you go mobile phone, which a member of the Committee would have for a month, book any requests and document. This would be on a rota for those Committee members willing to participate. On line Hall bookings also discussed as a way forward.

Utility meters not read as Chris not present at meeting

Meeting closed at 8.47pm.

**Next meeting 4<sup>th</sup> October 7.30pm** (as no meeting in September)

**CM to liaise with Richard Kirby to finalise arrangements.**

**All agreed this needs further discussion at the next meeting.**

**CW**