

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the Meeting Held
on
Wednesday 19th April 7.30 pm

1.	<p><u>Attending:</u> Caroline Marsden (CM) (Interim Chair) Bob Aldred (BA) Diane Lee (DL)(Minutes) Jo South (JS) Carole Millin (CMN) Kate Thompson (KT) Edwin Thompson (ET) Richard Kirby (RK).</p> <p><u>Apologies:</u> Steph Griffiths (SG) Ruth Miller (RM) Chris Watson (CW).</p>	Action
2.	<p>Matters arising from last meeting noted date 19th March was incorrect Amended to 15th March.</p>	DL
3.	<p><u>Open Forum</u> No members of the public present.</p>	
4.	<p><u>Updates on Actions / Progress reports</u></p> <p>Update from renewals diary:</p> <p>PAT and 5 year periodic electrical test booked for 20th April to be undertaken by C Townsend Ltd</p> <p>Fire Alarm Installation due for 6-month service.</p> <p>Note- Hall Fire extinguishers checked April 2017.</p> <p>Appointment of third officer/signatory; Chris has agreed to fill this role.</p> <p>General Risk Assessment /Fire Risk Assessment: General risk assessment nearly complete waiting for decision to purchase safety stepladder for hall users; this can then be added. Fire risk assessment in progress.</p> <p>Energy Providers: No change on the Scottish Power (Electricity providers) VAT charging position to date (e-mail sent by Chris as unable to attend meeting).</p> <p>Emptying/renovation of outside storage and disposal of contents: Caroline informed the meeting the chairs had not sold. She will try again. Problems could arise when storing/removing chairs if the</p>	<p style="text-align: center;">CM agreed to available at Village Hall for the morning</p> <p style="text-align: center;">CM to arrange.</p> <p style="text-align: center;">DL amended Renewal diary.</p> <p style="text-align: center;">CM to give relevant forms to CW</p> <p style="text-align: center;">DL</p> <p style="text-align: center;">CW</p> <p style="text-align: center;">CM</p>

	<p>outside storage shed where they are stored has only a single opening access door. Caroline to ask Chris and helpers to have a look at the storage access and decide the best way forward.</p> <p>Child Protection measures: Jo informed the meeting that her application is near completion and she is hoping her DBS will be issued soon. Kate is waiting until Jo's application is finalised she will then apply.</p> <p>Amendment of wording of Environmental Policy and adoption of revised version: Chris had requested some minor amendments, as he was not at this meeting item carried over to next agenda.</p> <p>Display of emergency phone numbers: (external notice board) Edwin agreed for his number to be included on list together with Caroline, Bob and Steph's</p>	<p>JS & KT</p> <p>Next meeting.</p> <p>CM</p>
5	<p>Update on Grant Applications: Alison Sutton (Parish Clerk) is submitting a grant application to Awards for All for monies to improve the Village Hall. No news from the Severn Waste grant application.</p>	CM
6	<p><u>Confirmation of existing Trustees/invitation to new Trustees.</u></p> <p>Existing trustees confirmed. Carole Millin agreed to become a Trustee. Diane Lee still undecided.</p> <p><u>Charity Commission compliance and conformity.</u></p> <p>Carole gave a brief presentation on the The Essential Trustee*. She had produced an easy to read, simplified A4 version of the document Explaining the role and responsibilities of a Trustee, for which everyone thanked her. Carole had also found 14 charities worth investigating as sources of potential funding for the projects needed to upgrade the Village Hall. To apply Carole feels the VHMC will need a 5-year plan with a clear timeline highlighting the most important projects needed. *The full version is available on the Charity Commission website: www.charitycommission.gov.uk/csd-1382</p>	<p>Thank you to Carole</p> <p>CMN</p>
7	<p><u>Review of Hire Agreement</u></p> <p>All present agreed a number of the group would read through the document and make comments on possible amendments. Diane/Edwin/Carole and Kate agreed to undertake this.</p>	CM to e-mail copy of Hire Agreement to them.
8	<p><u>Finance</u></p> <p>Caroline circulated Eardisland Village Hall accounts for the period 1st Feb 2016 to 31st January 2017 prepared by G Alderson. The circa</p>	Thanks to George

	<p>£14,000 credit balance showing has since been reduced due to spending on emergency work, i.e. new pump for accessible toilet. However some money can now be made available for some smaller necessities.</p>	<p>Alderson for compiling.</p>
<p>9</p>	<p><u>To consider purchases</u></p> <p>Ducks for duck race (confirmed for Sunday 27th August).</p> <p>Safety stepladder for use by Hall users. Edwin to do some research on a suitable stepladder.</p> <p>Disposable paper towels. (Eco friendly)</p> <p>Hand dryers for toilets – these will be part of the toilet re-furbishment.</p> <p>Eco friendly cleaning products for the cleaners. It has become apparent a large quantity of bleach is being used for cleaning. The concern is that this is not good for the septic tank bacteria to work properly.</p> <p>Chair trolley. To be purchased at a later date when outside storage shed has been renovated.</p>	<p>ET</p> <p>ET</p> <p>CM</p> <p>CM</p> <p>Discuss at June's meeting</p>
<p>10</p>	<p><u>Any other business (AOB)</u></p> <p>Diane wanted clarification regarding items needed for Spillage kit.</p> <p>All agreed plastic box containing Disposable gloves Eco friendly paper towels Black bags. Separate cardboard spillage box needed for broken glass and crockery to be purchased. This can then be sealed and disposed of safely in general rubbish bin.</p> <p>Terms of Reference for the committee - to be discussed at June meeting.</p> <p>Those present discussed how people could be encouraged to attend the meeting on 17th June for all residents of Eardisland to explore the way forward for the Village Hall.</p> <p>Some “blue sky thinking “ took place and ideas such as a PowerPoint presentation, flyers, posters, user group’s involvement, free tea/coffee and cake were a few suggestions made. All agreed the next meeting on May 17th would be a single item agenda to agree how to organise the meeting taking into account the above.</p> <p>Caroline asked all present, when in the vicinity of the building to check that all Hall outside doors are locked. Edwin does this regularly.</p>	<p>DL</p> <p>CM June agenda item</p> <p>ALL</p> <p>ET, ALL</p>

Caroline is in the process of writing to all Hall users/key holders informing them of their responsibility when locking up the Hall after use. This is to comply with the Insurance company request.

Meeting closed at 9pm.

Bob & Edwin read the utility meters.

Next meeting Wednesday 17th May 7.30 venue Village Hall

CM