

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the meeting held
on
Wednesday 17th January 2018 7.30pm

1.	<p><u>Attending:</u> Caroline Marsden (CM), Chair, Jo South (JS), Carole Millin (CMN) Diane Lee (DL). (Minutes) Tony Phillips (TP) Maryann Hanson (MH) Eardisland Parish Council representative (EPCR). Apologies; Bob Aldred (BA) Chris Watson (CW) Martin Thomas (MT) Edwin Thompson (ET).</p>	Action
2	Minutes of meeting held on 13 th December 2017 agreed as correct.	ALL
3	<p><u>Matters Arising</u></p> <p>Combination padlock code agreed for stepladder in corridor by kitchen agreed. Committee members have number if required.</p> <p>Edwin had emailed Fire Alarm check spread sheet. Thank you.</p> <p>Grange Heating had tested the gas hob in kitchen no problems highlighted safe to use. Gas heaters tested all compliant except one in small meeting room now decommissioned. This needs to be removed and disposed of safely</p> <p>Tony is now a signatory for both building society and bank accounts.</p>	<p>CM</p> <p>Waiting landlords safety certificate. TP</p> <p>CM</p>
4	<p><u>Financial Update.</u></p> <p>£6800 approx. in current account. £4700 approx. in building society.</p> <p>The Committee would like to thank the Parish Council for agreeing to share the overspend needed to complete the toilet refurbishment. Caroline reported that there were no further major financial commitments at the present time.</p>	CM
5	<u>Village Hall Upgrade</u>	CM

<p><u>Kitchen</u></p> <p>Following the assessment of the kitchen regarding its Fit for Purpose several items could be replaced/moved, which would bring the kitchen up to a better standard. Committee agreed the following:</p> <ul style="list-style-type: none"> - Electrical sockets near gas hob to be moved to a safer place. - Insulated hot water boiler. This was considered a matter of urgency and monies from the E team have been given towards this purchase. - Replacement of flooring by up to date non slip kitchen flooring surface extending into the adjacent corridor <p>Paper towels and dispenser, pedal bin and hand sanitizer to be purchased for hand sink in kitchen - to be used for hygiene purposes when hirers are preparing food.</p> <p>Microwave ovens need a safety check. Discussion regarding whether it would be cheaper to buy new. Diane agreed to try and find cost of safety check and compare with buying new ones.</p> <p>Fire doors found to be open and not closing, as they should.</p> <p>Handyman's list to be compiled for some of the easier tasks that need completing.</p> <p>Extractor fan waiting for Alison Sutton clerk to Parish Council to confirm if replacement window in the kitchen would take place. Extractor fan would then be incorporated at the same time.</p> <p>Dishwasher quote to be obtained, but discussion on problems with drainage from kitchen may mean at this present time it is not a viable option.</p> <p>General tidy up of all cupboards urgently needed and sorting of extraneous items, which have accumulated over the years.</p> <p><u>Curtains/Blinds</u></p> <p>Carole updated the Committee on her sterling effort to try and obtain grants for the above but to no avail. Blinds need to comply with schedule 5 fire resistance these are proving difficult to source. Suggestions of other Companies were given, Carole to approach them.</p>	<p>DL</p> <p>TP to ask Grange Heating.</p> <p>DL</p> <p>DL</p> <p>DL</p> <p>DL</p> <p>TP</p> <p>CM/TP</p> <p>CM</p> <p>DL</p> <p>Next meeting</p> <p>CMN</p>
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	<p>Carole read the letter she had written on behalf of the EVHMC to His Royal Highness the Prince of Wales giving a background into the Village and the importance of the Village Hall to the residents to ask if his Benevolent fund might be able to help with some of the other upgrades needed for the Hall.</p> <p><u>Toilet Facilities –snagging etc.</u></p> <p>Caroline reported that all snags had now been dealt with. The waste bins provided were purchased as a temporary measure because of New Years Eve party- these should be replaced in due course with pedal bins. Change of level from toilets to corridor resulting in a slope needs appropriate signage, alerting hall users to this hazard. The possibility of installing automatic lighting in this area was discussed.</p> <p><u>Housekeeping issues</u></p> <p>Diane has agreed to check the Village Hall housekeeping needs on a regular basis.</p> <p>Caroline informed the Committee that due to VAT charges the cleaning contract had increased to circa £2500 per year a - significant rise. Discussion took place regarding bringing the cleaning back in-house but anyone willing to take this on would have to be self-employed.</p>	<p>CM</p> <p>DL</p>
<p>6</p>	<p><u>Structural Survey</u></p> <p>Background – At the Parish Council meeting on Thursday 11th January it was the informal opinion of the Councillors that based on the expert’s report the existing building did not justify the potential level of expenditure proposed by EVHMC and that the parish should be consulted by referendum as to whether the existing building should be retained or replaced by a purpose built new Hall for which a public works loan would be required. This would be repaid by an additional amount on the parish precept (and therefore contributed by every parishioner). This is currently the least expensive route to obtaining funds for large public work. The Councillors agreed to wait for feedback from EVHMC before deciding on the way forward. This would be under the aegis of the PC rather than EVHMC. It was suggested that applying for a large grant spend now only to apply to rebuild the Hall in the near future would not be seen favourably in terms of the latter.</p> <p>Members of the EVHMC commented that the first step was to obtain estimates of the cost of maintaining the old building over a period of years against the option of renewing and felt strongly that accurate figures must be supplied to the community. It was agreed</p>	<p>CM</p>

	that as the PC were minded to seek a referendum EVHMC could not proceed to apply for a major grant but would continue to seek funding for smaller renovation and improvement.	
7	<u>Renewals</u> Performing rights licence/live music licence (PRS) to be renewed. Small lotteries licence renewed	CM
8	<u>Review of Documentation</u> Carole Jo and Diane have agreed to meet as a short life group to update.	DL/CMN/JS
9	<u>Sub Committees</u> Jo reported that a Craft/Social group would meet every 3 rd Friday of the month at 7.30 pm in Village Hall cost £1. First meeting this Friday 20 th January. Snail races 27 th January 44 tickets sold so far. Works and Maintenance no date set for next meeting. Chris not back to end of January. No Village band concert this year but purposed Ceilidh end of October instead.	JS
10	<u>Open Forum</u> No comments.	CM
11	<u>Any other business</u> Gas and electricity readings. Holiday Park representative. Alan Thomas has agreed to take on this role but Committee aware Alan will not be available from December to 1 st March each year as Arrow Bank closes. Volunteers needed for redecoration of the main hall. Date to be arranged at next meeting.	CM/TP Thank you Alan Next meeting
	New Years Eve party 2018 – ideas sought	

	<p>Caroline informed the Committee it was her intention to stand down as Chair of the EVHMC by the latest at the AGM in August but hopes someone else is prepared to take this role on before then. Bob has also expressed he will not stand for re-election in August</p> <p>A Dog Trainer would like to hire the Village hall for weekly training sessions one hour on a Wednesday evening. Committee agreed to trial this.</p> <p>Meeting closed at 9.15pm</p> <p><u>NOTE</u> Next meeting 21st February 7pm start. (Changed due to 14th being Valentine's day)</p>	<p>CM</p> <p>TP</p>
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