

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the meeting held
on
Wednesday 21st February 2018 7.30pm

1.	<p><u>Attending:</u> Caroline Marsden (CM), Chair, Carole Millin (CMN) Secretary, Diane Lee (DL). (Minutes) Bob Aldred (BA) Chris Watson (CW) Edwin Thompson (ET). Apologies; Martin Thomas (MT) Jo South (JS) Maryann Hanson (MH) Parish Council Representative. Tony Phillips (TP)</p>	Action
2	<p>Minutes of meeting held on 17th January 2018. Amendments to spelling mistakes; AOB Martin Thomas is the named Arrow Bank Holiday park representative. Sub Committees - Social events; and a proposed Ceilidh. Minutes then agreed.</p>	ALL
3	<p><u>Matters Arising</u></p> <p>Tony Phillips had informed the Committee prior to this meeting of his intention to resign as bookings secretary with immediate effect. Committee discussed way forward due to the small numbers now on Committee and the probability this post could be difficult to fill quickly. All agreed an article for the next Parish magazine highlighting the problem would be a way forward. Carole agreed to help Caroline in drafting content.</p> <p><u>Structural survey</u></p> <p>Caroline informed the Committee that following the above three Parish Councillors are meeting on Monday 26th February at Councillor Shelley Connop's house to discuss further. An EVHMC member has been invited to attend. Carole agreed.</p> <p>Following Barry Morgan's visit regarding ideas for better insulation /heating in the Village Hall Chris asked if the Committee would acknowledge his advice as it was given free. All present agreed a gift would be appropriate.</p>	<p>CM on behalf of all Trustees thanked Tony for his help and support over the past few months.</p> <p>CMN to report back on this meeting at next EVHMC</p> <p>CW to action.</p>
4	<p><u>Village Hall Upgrade</u></p> <p>Kitchen – upgrade</p> <p>Caroline and Diane had cleared some of the unwanted items from the kitchen. Several old trays/ hot plate/ urns/ bunting/ broken vases all disposed of. New hot water boiler/catering kettle/water jug/commercial extension cable/ standard kettle and small catering trolley with</p>	CM/DL

	<p>brakes have now been purchased for the kitchen.</p> <p>(Catering trolley was free). Cleaning equipment i.e. sponges/cloths plastic gloves etc. now in a plastic container under the sink.</p> <p>Cupboards still need to be cleaned and re-arranged.</p> <p><u>Curtains/Blinds</u></p> <p>Carole had received a quote from Paula's blinds, which has met the criteria required at a cost of £804, including fitting. Carole informed the Committee that she had also received a very favourable reply from the office of His Royal Highness the Prince of Wales following her letter sent in January. A grant can be applied for specific item/items in the region of £1000 - £5000 this could be used to purchase blinds and curtains put together with the monies raised from the Duck races in August 2017 and the Snail races January 2018. Committee agreed with proposal. New quotes to be obtained for curtains and blinds. Carole to take forward and apply.</p> <p><u>Housekeeping/Cleaning Contract.</u></p> <p>Contract due for renewal in March. Edwin informed the Committee of someone in the Village is starting up their own cleaning company. Details given to Caroline.</p> <p><u>Parish Council Meeting update</u></p> <p>This was discussed with matters arising item 3.</p> <p>Caroline stressed that if Committee numbers do not increase the EVHMC would cease to function and the running of the Village Hall would have to be given back to the Landlord's (the Parish Council).</p>	<p>Volunteers next meeting</p> <p>CMN</p> <p>Thank you Carole</p> <p>CM and another member to look at present Contract to see if it needs changing.</p> <p>CM</p> <p>CM discuss at next meeting.</p> <p>DL</p>
5	<p><u>New Year Event 2018/19</u></p>	
	<p>No decision made at this meeting.</p>	
6	<p><u>Renewals</u></p>	

	<p>Replacement Fire extinguisher needed for entrance hall April 2018 Landlords fire certificate for gas hob and gas convector heaters. (From Grange heating). Caroline to check that this has been issued and supplied.</p>	<p>Next meeting</p> <p>TP</p>
7	<p><u>Review of Documentation</u></p> <p>Carole /Jo and Diane have met to update the Standard Conditions of Hire for Eardisland Village Hall. All Committee members had been sent copies prior to meeting. All approved the document with some minor amendments to be made.</p> <p>All relevant documents and information regarding appliances in the Hall will be kept in a folder in the kitchen.</p>	<p>CMN</p> <p>To amend by next meeting</p>
8	<p><u>Sub Committees</u></p> <p>Social committee raised £528.17p at recent Snail races. Thanks to Margaret Milchard. Soup and Pudding 24th February next event. Crafty Socialites; 10 people attending first meeting, 11 the second.</p> <p>Works and Maintenance; Visual survey of the VH due in March but as a structural survey has just been completed it was felt another not necessary. With future of the VH still in discussion it was decided this group would not meet at the moment.</p> <p>Fund raising discussed in item 4 curtains and blinds.</p>	<p>Next meeting</p> <p>Thanks to Margaret Milchard and Jo South.</p> <p>CMN</p>
9	<p><u>Utilities</u></p> <p>Chris asked for the utility meter readings for January unfortunately although they had been read the readings had been misplaced.</p> <p>Caroline asked Chris if he could produce a breakdown of the costing's of both electricity and gas over the past 12 months.</p>	<p>CW post meeting Chris has sent spreadsheet to Committee thank you.</p>
10	<p><u>Open Forum</u> No comments.</p>	
11	<p><u>Any other business</u></p>	

<p>Edwin informed the Committee that he was standing down as a Trustee as from the end of this meeting but would continue to attend the EVHMC meetings. He would also continue with his current “caretaking” tasks for the Hall. Thanks to Edwin for his time as Trustee.</p> <p>The toilets had become blocked this week and caused a minor flood due to blue paper hand towels. Cleaner to be reminded not to put in the toilets. Maygolthling has since cleared the problem.</p> <p>Hazard sign and strip needed to highlight the slope from and to the toilets. Edwin has some white hazard tape, which he is happy to apply.</p> <p>Utility meters read by CW and BA</p> <p>Meeting closed at 9.10 pm</p> <p>Next EVHMC meeting 21st March 7.30 pm</p>	<p>ET</p> <p>CM</p> <p>ET</p> <p>Next meeting</p>
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