

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the meeting held
On
Wednesday 21st March 2018 7.30pm

1.	<p><u>Attending:</u> Jo South (JS), Carole Millin (secretary)(CMN) Diane Lee (DL). (Minutes) Chris Watson (CW) Martin Thomas (MT) Edwin Thompson (ET)</p> <p><u>Apologies;</u> Caroline Marsden (CM) Bob Aldred (BA) Maryann Hanson (MH) Eardisland Parish Council Representative (EPCR)</p> <p><u>Visitors;</u> Ronnie & Susan Steed, Margaret Milchard David Wallis.</p> <p>At the request of Caroline who was unable to attend, Carole asked the Trustees present if they were in agreement for her to Chair this meeting. All agreed.</p>	Action
2	<p>Minutes of last meeting. Item11; Edwin to apply paint to the slope. Correction made. Minutes then agreed.</p> <p>.</p>	ALL
3	<p><u>Matters Arising</u></p> <p>Item 11 from last minutes see above</p>	ET
4	<p><u>Committee recruitment</u></p> <p>Article published in this months Parish magazine, which has just been circulated, explaining the plight of the Committee hopefully some people might show interest. Carole thanked, Ronnie & Susan Steed, David Wallis and Margaret Milchard for attending tonight's meeting to gain an insight in how the EVHMC works. The Committee members present hoped they might feel interested in becoming a Trustee or Volunteer.</p> <p>Carole stressed again that EVHMC need 9 Trustees to function properly and from August there will only be 3. If the situation does not improve by then the EVHMC will ceased to function and the running of the VH will revert to the Parish Council.</p>	CMN
5	<p><u>Village Hall Upgrade</u></p> <p>Curtains /Blinds: Grant/Fundraising update; Quotes for curtains made and fitted to specification needed for Village Hall now complete at a cost of £2693.44p Grant application of £3500 has been applied for from His Royal Highness the Prince of Wales Benevolent Fund. The outcome of this request will not be known until May. If this grant application is unsuccessful there is enough money in the VH funds to cover this</p>	CMN

<p>expenditure.</p> <p>Blinds; In view of the above approval for the curtain funding, blinds will now be an additional window treatment to increase insulation and blackout. The cost for additional blinds will be approximately £800. Purchase will be dependant upon a successful bid.</p> <p>On this information Carole requested that the Trustees present gave their approval to agree to go ahead with this proposal for new curtains and blinds knowing the grant application may not be favourable. Those present agreed in principal.</p> <p>Painting: colours/work programme.</p> <p>Carole informed the meeting that the proposal was to paint one wall at a time due to Hall usage. Chris suggested that residents are asked to come along on a specific day bringing their own painting equipment ie paint brushes rollers and trays etc. and see how many came and how much could be achieved. Refreshments would be provided by EVHMC. All thought this was worth trying. Jo has a scaffold tower, which will be needed to paint the gable ends. ? Working from height risk assessment probably needs to be undertaken. May appeared to be the best month to undertake this.</p> <p>Colours: 4 sample pots of paint were shown to those present, which had been suggested by an interior designer to brighten and lighten the Hall. No decision made mainly because under artificial light the true colour could not be seen.</p> <p>Margaret raised the issue of the unsightly electrical installation in the main hall. Carole explained the issues encountered when installation was being upgraded last year. Agreed to note on minutes and discuss at next meeting</p> <p>Housekeeping/cleaning contract. Caroline not present to discuss.</p> <p><u>Report from the Parish Council sub group meeting.</u></p> <p>Carole attended this sub group on behalf of the EVHMC this is a summary of the meeting. Present; Alison Sutton (AS) Parish Clerk, Shelley Connop (SC) Parish Councillor (PC), Richard Kirby (RK) PC, Merry Albright (MA) PC, Carole Millin (CM) EVHMC. 1 - AS introduced the meeting and the following points were established; <ul style="list-style-type: none"> (a) The PC should not raise unlikely expectations. (b) The options are; </p>	<p>Next meeting.</p> <p>CMN</p> <p>Next meeting to clarify date equipment etc.</p> <p>Decision and further planning next meeting</p> <p>Discuss feasibility of boxing in electrical installation.</p> <p>CM Next meeting.</p> <p>CMN</p>
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	<ul style="list-style-type: none"> - Renovate and extend the Village Hall. - A new build on the current site. - A new build on a green field site. <p>(c) The purpose of the meeting is to write a bid for funding to carry out a Feasibility Study on the above options. The funding source is the Community Housing Project Support Grant, The purpose of the grant is; “Specifically to pay for items that ensure that your group’s plan or concept can be deliverable and to move a project forward to the planning process” (Guidance notes Hereford Council).</p> <p>2 The project funding is linked to housing. It was emphasised that Village Hall provision is the main objective.</p> <p>3 Discussion followed regarding the content of the application form; the majority of the form was completed.</p> <ul style="list-style-type: none"> (a) MA will suggest possible agencies to carry out the feasibility study work. (b) AS will obtain quotes for this work. (c) AS will liaise with Tina Wood Hereford Council. (d) AS will circulate the completed application for comments. <p>4 It is envisaged that the feasibility study should be complete by September 2018.</p>	<p>All present thanked Carole for attending and for her comprehensive feedback</p>
<p>6</p>	<p><u>Renewals for April</u></p> <p>Portable Electric Items (PAT) usually Townsend undertake this. In Caroline’s absence Carole to take this forward. New fire extinguisher needed in entrance lobby Edwin agreed to arrange. Post meeting Diane emailed Edwin as Fire Alarm Installation also need safety check. Insurance- Contents & Public Liability. Domestic rates.</p>	<p>DL</p> <p>CMN</p> <p>ET</p> <p>CM next meeting</p>
<p>7</p>	<p><u>Review of Documentation.</u> Data Protection Act Carole informed the meeting that these changes take place on 25th May 2018. Main change is that as a Charity EVHMC must be able to demonstrate that the information it holds on Trustees and Volunteers is up-to-date and each individual has granted permission for this data to be stored.</p> <p>Governing document Carole explained that the Governing document for EVHMC is very</p>	<p>CMN</p> <p>CMN</p>

	<p>old and out of date and needs revamping. She has re-typed this document and proposed that it is discussed as a single item agenda for April's meeting and be adopted at the August AGM. Thank you Carole.</p> <p>Hire Agreement. Agreed at last meeting to adopt with minor changes. Jo not at last meeting and with Caroline's absence it was agreed to take forward to next meeting.</p> <p>8 <u>Sub committees: summary of current activities/suggestions.</u></p> <p>Social - Jo informed the meeting that two events have taken place this year Snail races and Soup and Pudding evening both very successful and well attended. Thank you to the Margaret. Crafty socialites every 3rd Friday hopefully numbers will rise, as people become more aware of it.</p> <p>Jo asked those present for ideas for further events. David suggested frog racing (wooden frogs) Film evenings however Flicks in the Sticks are not taking more venues on at the present moment. Margaret suggested a games night. Jo to explore this possibility.</p> <p>Fundraising: Carole is still endeavouring single handily to apply for appropriate grants. Anyone who would like to join her in this sub group is very welcome.</p> <p>Works & Maintenance: This group is not meeting at present as the future of the Village Hall still undecided. Since Tony Phillips is no longer a Trustee and was project lead for this group it is down to two members Chris Watson and Bob Lee.</p> <p>9 <u>Utilities</u> Chris presented the spreadsheet he had compiled with the years usage of gas and electricity. Electricity usage increased four fold in November 2017. Trustees present agreed a winter supplement to be added to the Hall hire cost. Exact amount and months it will cover will be discussed next meeting. All agreed winter supplement to be included in new Hire Agreement document. It was noted Hall hire charges have not increased over the past year. Fuel costs have, therefore EVHMC feel the cost of hire needs to reflect this increase.</p> <p>10 <u>Open Forum</u> No questions from anyone present</p>	<p>Next meeting</p> <p>JS</p> <p>Jo agreed to undertake this and present at next meeting.</p> <p>CMN</p> <p>CW</p> <p>All present expressed their thanks to Chris.</p> <p>Next meeting</p>
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Any other business

New Years Eve 2018 no DJ /entertainer booked for this event.
Those present felt at least £400 was going to be needed to book a suitable person.

Utility meters read by CW & RS (Ronnie Steed)

Meeting closed at 9.25 pm.

All present would like to wish Bob a speedy recovery and everyone extends their support to Caroline

Next meeting Wednesday 18th April 7.30 pm.

CMN to investigate options

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