

## Eardisland Village Hall Management Committee (EVHMC)

Minutes of the meeting held  
On  
Wednesday 18<sup>th</sup> April 2018 7.30pm

<b>1</b>	<p><u>Attending:</u> Carole Millin (secretary)(CMN) Diane Lee (DL). (Minutes) Chris Watson (CW) Martin Thomas (MT) Caroline Marsden Chair (CM) Maryann Hanson (MH) Eardisland Parish Council Representative (EPCR) Ronnie Steed (RS) David Wallis (DW).</p> <p>Apologies: Bob Aldred (BA) Jo South (JS) Edwin Thompson (ET)</p> <p>Susie Baldwin (SB) joined the meeting at 8.15 as a member of the public.</p>	<b>Action</b>
<b>2</b>	<p>Minutes of last meeting. Agreed as correct.</p>	<b>ALL</b>
<b>3</b>	<p><u>Matters Arising</u></p> <p>Carole apologised for not being able to contact Mr Townsend to undertake the yearly PAT test. Agreed to arrange visit before end of April.</p> <p>Edwin has agreed to paint the slope where the levels change by the new toilets on Sunday 22<sup>nd</sup> April when hall is not in use.</p> <p>Fire Alarm installation and Fire extinguisher renewal (by entrance in main lobby) Dates arranged for 23<sup>rd</sup> April.</p>	<p><b>CMN to arrange.</b></p> <p><b>ET thank you</b></p> <p><b>ET thank you for arranging</b></p>
<b>4</b>	<p><u>Committee recruitment</u></p> <p>Ronnie Steed, David Wallis and Martin Thomas have agreed to become Trustees. The 3 Committee members present unanimously agreed to accept them and thanked them for their interest. Susie Baldwin not present during this part of the meeting so discuss at next meeting regarding her becoming another Trustee. Carole asked to put together an Induction pack for new Trustees, she also informed the new members of the paper CC3 The Essential Trustee. (Carole to include in Induction pack)</p> <p>Carole explained that the Village Hall Committee is still in need of more members to run efficiently. A total of 9 Trustees would be ideal so the various “jobs/subgroups “ could be shared out equally so no one person is responsible for everything.</p> <p>Situation at present EVHMC have no Treasurer or Booking Secretary Tony Phillips is still filling this position, but has resigned from the Committee. The Committee are very grateful to him for continuing.</p>	<p><b>Next meeting</b></p> <p><b>CMN</b></p> <p><b>CMN</b></p>

	<p>Caroline will be resigning as Chair at the AGM in August so far no one has come forward.</p>	
<p><b>5</b></p>	<p><u>Village Hall Upgrade</u></p> <p>Four colours have been shortlisted for the re-decoration of the main hall. Carole asked the Committee to decide which one they felt would be the best to give a light warm welcoming appearance. 'Starflower' was the colour chosen. Susie explained the need for a white/light grey undercoat; one or two coats may have to be applied to tone down the colour already on the walls so the new colour will show. Susie agreed to order paint. Chris agreed to buy undercoat from B&amp;Q.</p>	<p><b>CMN</b></p> <p><b>CM &amp; CMN to meet before next meeting to arrange dates.</b></p>
<p><b>6</b></p>	<p><u>Renewals</u></p> <p>These had been discussed in Item 3 Matters arising. Caroline confirmed Contents and Public Liability Insurance had been renewed through Came &amp; Co. Premium had increased; Caroline feels next year it would be worth researching alternative companies.</p>	<p><b>DL</b></p> <p><b>CM</b></p>
<p><b>7</b></p>	<p><u>Review of Documentation</u></p> <ul style="list-style-type: none"> <li>• Data Protection: Jo has compiled a suitable document, which covers the main points in this new legislation. Carole to e-mail to all Committee members for their views and comments.</li> <li>• Hire Agreement: pending near completion.</li>   <li>• Governing Document All present had a copy of this document with highlighted Items that needed changing/agreeing and updating which Carole had done before the meeting. Carole explained the salient points, which needed to be updated to bring the document into a more user-friendly workable format.</li> </ul> <p>Carole circulated Clause 25 of the document as a separate paper and asked the Trustees to read and at the next meeting to agree which option they want included in the final document.</p>	<p><b>CMN to email to All. To be agreed at next meeting. CM to contact JS To be agreed at next meeting.</b></p> <p><b>CMN Thank you Carole for your work on this document.</b></p> <p><b>ALL</b></p>
<p><b>8</b></p>	<p><u>Sub Committees summary of current activities/suggestions.</u></p> <p>Buildings and Works in abeyance at the present time.</p>	<p><b>CMN</b></p>

	<p><u>Fundraising</u>: Unfortunately Aymestrey have replied with a negative response to Jo, regarding use of their equipment.  Martin had researched Fundraising events and produced a host of good ideas including 60”s night, Paella night, Casino Royale, Beetle Drive to name a few. Caroline suggested he contacts Jo to discuss further. All present thanked Martin for his contribution.</p> <p><b>9</b> <u>Utilities Meters</u> already read.</p> <p><b>10</b> <u>Open Forum</u>  No questions</p> <p><b>11</b> <u>Any other business</u>  New Year’s Eve still no entertainment booked.</p> <p>Diane asked if any progress had been made on the kitchen floor replacement. Having used the kitchen to prepare for the recent Cheese and Wine evening she found the floor very slippery in places not because it was wet just its surface being damp. Caroline felt this was the next priority.  Ventilation was also a priority. Maryann as Parish Council representative agreed the kitchen needs a replacement window and ventilation in the form of an extractor fan could be incorporated at the same time. Maryann to raise at next Parish Council meeting.</p> <p>Meeting closed at 9.25 pm</p> <p>Next meeting Wednesday 23<sup>rd</sup> May 7.30  Venue Village Hall</p>	<p><b>Martin to contact Jo South.</b></p> <p><b>CW</b></p> <p><b>Next meeting</b></p> <p><b>CM</b></p> <p><b>MH</b></p>
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