

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the meeting held
on
Thursday 24th May 2018 7.30pm

1.	<p><u>Attending:</u> Caroline Marsden (CM) Chair. Jo South (JS). Carole Millin (CMN) secretary. Diane Lee (DL) (Minutes). Martin Thomas (MT). David Wallis (DW). Ronnie Steed (RS). Susie Baldwin (SB). Maryan Hanson (MH) Eardisland Parish Council representative (EPCR). Apologies; Bob Aldred (BA). Chris Watson (CW). Edwin Thompson (ET).</p>	Action
2	Minutes of meeting held on 18 th April agreed as correct.	ALL
3	<p><u>Matters Arising</u></p> <p>PAT testing is now complete. Renewal schedule updated. Thanks to Carole for arranging.</p>	
4	<p><u>Finance and Admin</u></p> <p>Caroline asked the Committee members present for someone to volunteer to be a 3rd signatory for the two accounts that the EVHMC hold. Ronnie Steed agreed. Caroline will be away for 2 weeks in June, permission was sought that three signed cheques would be left with George Alderson in her absence. Trustees present all agreed.</p> <p>Data Consent. Jo has compiled a suitable consent form for use by the EVHMC. This will be circulated to all the Committee members and volunteers.</p> <p>Further discussion took place regarding the document produced by ACRE Data Protection for Village Halls and Community Buildings Jan 2018. All agreed to discuss further at next meeting Carole highlighted the need for a written policy to be available in a policy file and an online version to be accessed via the community website.</p> <p>Village Hall equipment borrowing Carole has written a loan form for use for the above. Committee members gave their suggestions on suitable changes that needed adding to the form. All agreed equipment needs to be checked and an inventory made. It was thought assessment of equipment likely to be borrowed should be noted on the Renewals Schedule as a yearly review.</p>	<p>CM</p> <p>JS</p> <p>CM</p> <p>Next meeting.</p> <p>CMN</p> <p>CMN to re circulate when changes made to form.</p>

	<p>Governing document clause 25. Carole outlined the 3 options available to the Trustees needed to accept under this clause. Ronnie Steed proposed option 3 needed seconded Susie Baldwin. Remaining Trustees unanimously voted in favour of this option. Carole will now inform the Charity Commission of this decision. A policy will also need to be written and kept on record.</p> <p>Trustee Information Pack Carole explained the document circulated to all present regarding what information would be included in the above. It is intended this will be complete for distribution at the AGM in August.</p> <p>Renewals. Fire Alarm installation and Fire equipment have all been checked. Renewal schedule updated.</p> <p>Saniflo Pump for Accessible Toilet due for servicing in May. Diane agreed to contact company and make appointment.</p> <p><u>Village hall development</u></p> <p>The application made to His Royal Highness the Prince of Wales' Benevolent fund for a contribution to costs of curtains and blinds has been successful. Those present with the help of Susie decided on Tourmaline (colour) for curtains and Willow for the blackout blinds. Everyone agreed this would enhance the colour chosen for the hall wall covering Dulux Starflower.</p> <p>Decorating July has been chosen as the most suitable month to decorate the main hall. All agreed every weekend would be the best as no bookings. Jo will provide the scaffolding required. Carole will contact the people who agreed at last years open event to offer help. All to let Carole or Caroline know their availability, as a Trustee needs to be present while decorating takes place.</p> <p>Parish Council proposals. Caroline had attended the previous evenings Parish Council meeting where the above was discussed. A letter is to be sent to every parishioner (copy of this draft letter circulated to those present) explaining why a Feasibility Study is being undertaken.</p>	<p>CMN</p> <p>CMN</p> <p>Thanks to Edwin.</p> <p>DL</p> <p>CM</p> <p>All</p> <p>CMN</p> <p>Risk assessment for decorating and working at height needs to be written. Confirm all sundries etc at next meeting.</p> <p>CM</p>
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	<p>MH (EPCR) explained the background to this and why there was a need for parishioners to be involved.</p> <p>Susie agreed to participate in the proposed working group.</p> <p><u>Village hall events.</u></p> <p>Autumn fundraiser/social event. Jo and Martin to meet to discuss the above following Martin's suggestions at last months meeting. Ideas to be discussed at next meeting. All present agreed a small budget for the social event group.</p> <p>Duck Race Carole informed the meeting that the Millrace leat is silting up. The E-team has agreed to clear before the August duck races. The race to be held on August Bank holiday Sunday. This year it coincides with the Church Open Gardens weekend. All agreed to work with the organisers of both to make it a community event. (Edwin and Kate Thompson to organise the duck race). Edwin was not at this meeting so further discussion needed. Prize money needs to be discussed also purchase of new ducks.</p> <p>5 <u>Utilities</u> Chris not at the meeting but reported by this e-mail. Gas (Npower) paid quarterly balance by DD. Account balance of 0. Next bill around June 20th. Electricity (Scottish power) pay a set amount monthly by DD. No balance available at the moment. Both contracts expire in August 2018 EVHMC need to give one months notice to terminate. Chris will review. For discussion at June meeting.</p> <p>6 <u>Open Forum</u> No members of the public present.</p> <p>7 <u>Any other business</u> New Year celebrations still no one booked to host event. Jo agreed to follow up suggestion of Kerri who entertained at one of the Cheese and Wine events. Cleaning contract now overdue for renewal. Three quotes from interested cleaning contractors needed. Caroline and Diane to compile a job description. Caroline had noticed the EVHMC meetings were not booked on the website. Diane agreed to e-mail Tony who is still temporarily acting as booking secretary.</p> <p>Meeting closed at 9.40pm Next meeting Wednesday 20th June 7.30. Meeting room VH.</p>	<p>Thank you Susie</p> <p>JS&MT</p> <p>Thank you E-team</p> <p>Further discussion at next months meeting.</p> <p>CW</p> <p>Next meeting</p> <p>JS (to discuss Phil South availability) CM & DL Next meeting</p> <p>DL</p>
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