

## Eardisland Village Hall Management Committee (EVHMC)

Minutes of the meeting held  
on  
Wednesday 20<sup>th</sup> June 2018 7.30pm

<b>1.</b>	<p><u>Attending:</u> Jo South (JS), Carole Millin (CMN) (Secretary) Diane Lee (DL). (Minutes) Chris Watson (CW) Martin Thomas (MT) Caroline Marsden (CM) (Chair) Chris Watson (CW) Ronnie Steed (RS).</p> <p><u>Apologies</u> Bob Aldred (BA) Susie Curtis (SC) David Wallis (DW) Edwin Thompson (ET) Maryan Hanson (MH) (Eardisland Parish Council Representative)</p>	<b>Action</b>
<b>2</b>	<p>Minutes of last meeting</p> <p>Correction to item - Attending: Susie Curtis referred to as Susie Baldwin; noted and amended. Minutes then agreed.</p> <p>.</p>	<b>ALL</b>
<b>3</b>	<p><u>Matters Arising</u></p> <p>Data Consent Form. Caroline to draft a data handling policy. When finalised and if agreed by the Committee it will be uploaded onto the Eardisland Community website in the Village Hall section. Discussion took place regarding a dedicated EVHMC website and Trustees having personalised email addresses.</p> <p>Borrowing village hall equipment form. Carole updated the committee on the final draft of the equipment form. All present agreed to accept.</p> <p><u>Governing document Clause 3</u> Carole has contacted the Charity Commission following last month's meeting when the Trustees agreed on option 3 . Hopefully Carole will hear back from them agreeing for this proposal by the EVHMC AGM in August where it can be formally accepted.</p> <p>Any other Matters Arising. Caroline has agreed to take over as bookings secretary from Tony Phillips. The same mobile number will be used as already on the Community website. This will be for 6 months during which time Caroline intends to remain a trustee. From December if no one volunteers a rota system between the Trustees will have to be drawn up.</p>	<p><b>CM</b> <b>Next meeting</b></p> <p><b>JS to liaise with Ben Woodcock</b></p> <p><b>CMN</b> <b>Thank you Carole.</b></p> <p><b>CMN</b></p> <p><b>CM</b> <b>Thank you Caroline.</b></p>

<p><b>4</b></p>	<p><u>Renewals</u></p> <p>The Accessible toilet Saniflo macerator has not been serviced as Diane unable to sign appropriate paperwork prior to engineer attending to undertake this work. Caroline as Chair agreed to arrange. Other Committee members offered to be available to be at the hall when needed for his visit.</p> <p>Landlords gas safety certificate for 2018 no paper copy found when filing. Caroline has a copy on her PC, which she will try to print out.</p> <p><u>Cleaning contract.</u></p> <p>Caroline and Diane have compiled a cleaning specification. This will be circulated to Committee members and agreed at next meeting.</p>	<p><b>DL</b></p> <p><b>CM</b></p> <p><b>CM</b></p> <p><b>Next meeting</b></p>
<p><b>5</b></p>	<p><u>Village hall development.</u></p> <p>Carole gave the Committee an update of progress with the curtains and blinds. Blinds will be blackout, curtains will have thermal linings. Quote slightly cheaper than previous one. All present agreed to go ahead with purchase of both.</p> <p>Timetable for decorating the hall given to all. Decorating to commence weekend 7/8th July. Friday evening 6<sup>th</sup> July as many volunteers as possible to meet to clear the main hall of staging/pictures /chairs etc. Covering the floor and erecting the scaffolding.</p> <p>The following Saturday /Sunday to complete painting. Weekend of 28<sup>th</sup>/29<sup>th</sup> July held as a reserve if decorating not complete.</p> <p>Poster to be designed asking for more Volunteers. Caroline agreed to print and laminate. Jo agreed to load onto the Facebook site of the Eardisland community website.</p> <p>Start time agreed for the weekends 9am.</p>	<p><b>CMN</b></p> <p><b>JS to supply scaffolding and risk assessment for working at height to be written.</b></p> <p><b>Thank you to everyone who has offered to help.</b></p> <p><b>CM</b></p> <p><b>JS</b></p> <p><b>All</b></p> <p><b>JS</b></p>
<p><b>6</b></p>	<p><u>Village hall events</u></p> <p>Autumn fundraiser</p> <p>Jo is trying to organise monthly events. The Socialites event on the 3<sup>rd</sup> Friday of the month was successful at the beginning but numbers now dwindling all present felt this is more a winter activity than summer.</p> <p>Several suggestions were made regarding events that could be held. Agreed that Caroline/Jo /Carole and Martin would meet on</p>	

	<p>Wednesday 27<sup>th</sup> June 7.30 to discuss further and bring schedule back to next month's meeting.</p> <p>Duck Race Sunday 26<sup>th</sup> August. Need for liaison with the PCC as Eardisland Open Gardens is the same weekend. New ducks needed; Carole agreed to purchase. Everyone to help number them. Mel Gittoes has a party booked for 14<sup>th</sup> July request made for use of the village hall toilets as village hall not able to be booked due to decorating so marquee in recreation field will be used. All present agreed for toilets to be used – no charge unless power is required..</p> <p>New Year Jo has agreed to organise.</p>	<p><b>Next meeting.</b></p> <p><b>Next meeting.</b></p> <p><b>CM to let Mel know.</b></p> <p><b>JS</b></p>
7	<p><u>Utilities</u></p> <p>Chris has short-listed 4 companies to supply gas and electricity to the village hall when the present contracts end in August. He asked the Committee if they would agree for another Trustee to help him with this process. Ronnie volunteered. All present agreed to delegate the responsibility for deciding which company would be the most appropriate to Chris and Ronnie. Thank you Ronnie.</p>	<p><b>CW</b></p> <p><b>Decision to be brought to July meeting.</b></p>
8	<p><u>Open Forum</u> No members of the public present.</p>	
9	<p><u>Any other business</u></p> <p>Chris informed the committee that there maybe some monies available from the defunct Eardisland cricket club, which could be used by the village hall. Agreed Committee need to find out more.</p> <p>Outside tap –next meeting</p> <p>Diane noted that on two occasions recently bikes were being brought into the hallways in the village hall these areas are fire thoroughfares and need to be kept clear. There are no bike racks outside for people to leave and chain their bikes safely.</p> <p>Jo asked if the village show could be brought under the umbrella of village hall events. Those present thought this was a positive idea.</p> <p>Carole and Diane have cleared the notice board in the entrance hall of advertisements and tidied it so all certificates etc pertaining to the village hall are clearly visible.</p>	<p><b>Next meeting</b></p> <p><b>Next meeting Parish council responsibility.</b></p> <p><b>Discuss next meeting</b></p>

Meeting closed at 9.25pm

Next meeting Wednesday 18<sup>th</sup> July 7.30pm


