

**Eardisland Village Hall Management Committee (EVHMC)
Registered Charity 1108366**

Minutes of the Meeting held
on
Tuesday 11th December 2018 7pm

1.	<p>Attending: Carole Millin (CMN) (Chair) Caroline Marsden (CM) Diane Lee (DL)(Minutes) Martin Thomas (MT)) Vice Chair, Chris Watson (CW), Jo South (JS) Maryann Hanson (MH) Parish Council representative. (EPC)</p> <p>Apologies: Susie Curtis (SC) Alan Pryce (AP) Ronnie Steed (RS) Wendy Cross (WC)</p>	
2	Minutes of last meeting 21st November 2018 agreed as correct, after amendment made that Jo South has sent her apologies.	ALL
3	<p>Matters arising</p> <ul style="list-style-type: none"> • Items from November minutes to be moved to January 2019 meeting <p>Contact with Village Hall. Village show monies Yahoo login problems.</p> <ul style="list-style-type: none"> • Summary of actions taken from last minutes. <p>Letters have been sent to all regular users informing them of the Increase in hire charges from 2019. One hirer requested clarification of hire times. All Committee members present agreed down time between two sessions have to be paid for. It was also agreed that 15 minutes setting up time and 15 minutes clearing up time to be inclusive in price paid. If more time was required it would have to be booked and paid for.</p> <p>Sound system now installed and used successfully on 6th December. Village Band to consider the placing of 2 extra microphones. Carole has details of a secure cabinet to keep this equipment in she will investigate cost and email to Committee members for their approval. Smart Water marking equipment can be purchased Carole requested Committee to approve.</p>	<p>CMN</p> <p>CMN</p> <p>All</p> <p>CM</p> <p>All agreed.</p>

	<p>Carole as requested has sent a thank you email to Eardisland Village Shop Committee for their donation to purchase this equipment.</p> <p>Kitchen Risk; Following the visit and inspection by the Responsible Person for Village Halls in Herefordshire the flooring in the kitchen and hallway was condemned, Electrical sockets on either side of gas hob were also condemned as dangerous to use when the hob was alight. Action taken; Three quotes have been obtained for new non-slip flooring with the appropriate screed etc. being laid underneath.</p> <p>Quote 1 £1,525 + VAT Quote 2 £2,340.75p includes VAT Quote 3 £2912.77p + VAT Maryann informed the committee that the Parish Council could reclaim the VAT. These quotes have been forwarded to Maryann Hanson Chair of the Parish Council and Alison Sutton Parish Clerk.</p> <p>Electrical sockets being re-positioned on Monday 17th December 11.30 am. Other recommendations re secondary electrical ventilation still to be considered also the mains gas pipe situated near the gas hob. Discussion took place removing the central island in the kitchen as this restricts free movement of people. The glasses it houses can be accommodated in other cupboards. All agreed a sort out and clearing of the kitchen cupboards is needed.</p>	<p>CMN</p> <p>CMN</p> <p>Next meeting</p>
4	<p>December events, final details.</p> <p>Christmas singing Wednesday 18th December 7pm meet outside Dovecote Jo will bring song sheets singing will be for 15/25 minutes then retire to the Village Hall for mulled wine and mince pies £20 budget agreed. 310 tickets sold for this years New Year Eve event. Committee agreed a budget of £120 for purchase of sundries, (snackettes,Prosecco, glass hire, decorations etc.) Carole to arrange meeting of a sub group to finalise event via email.</p>	<p>JS</p> <p>CMN</p> <p>Martin to contact Morrison's re glass hire.</p>
5	<p>2019 programme. Carole circulated a proposal from Wendy Cross (Treasurer) explaining the need for EVHMC to have a finance plan which as a Charity the Committee is obliged to have each year. It could be of benefit when applying for Grants. All present agreed for Wendy to produce a more detailed plan. Carole explained this could be discussed in January at an EGM (extra ordinary general meeting) where the objectives of the Constitution need be finalised as well.</p>	<p>WC</p> <p>CMN</p>

	<p>Committee meetings.</p> <p>Agreed to meet 4th Wednesday of every month start time 7pm with a finish time of 8.30pm this would be trialled for 6 months and then evaluated.</p> <p>Social and Fundraising Ideas.</p> <p>Jo updated the Committee on the following workshops already arranged;</p> <p>Craft evenings 1st Friday of every month 7-9 pm</p> <p>Needle-Felting February.</p> <p>Glass Coaster. April</p> <p>Flower arranging June.</p> <p>Children's workshop (daytime) June 22nd.</p> <p>In addition the following were added;</p> <p>Soup and Pudding Lunch 16th March.</p> <p>Easter Bingo April</p> <p>Strawberry Tea June 29th</p> <p>Family Rounders July</p> <p>Duck Races 25th August (Bank Holiday Sunday)</p> <p>Village Show 7th September</p> <p>Christmas singing December</p> <p>New Years Eve Kerri Hoffman.</p> <p>Other ideas were;</p> <p>Paella night October</p> <p>Marquetry event late September.</p> <p>Chris to investigate a themed film night.</p> <p>6 Open Forum No members of the public present.</p> <p>7 Any other business.</p> <p>The years events to be advertised in the next Parish magazine copy date 4th January 2019</p> <p>Chris raised the issue of the escalating electricity consumption. On more than one occasion recently it has been found that the electric heaters and lights have been left on when the Hall has been unoccupied. Remote control for the electric heaters would help. One could be purchased for £100 all agreed to purchase asap.</p> <p>Gas hob and heaters to be serviced 13th December by Boiler Care Worcester, Grange Heating unable to do. Landlords certificate will then be issued.</p> <p>Small lotteries licence due for Renewal in January 2019 it has never been used so Committee agreed not to renew.</p> <p>Utility meters read by CW.</p> <p>Meeting closed at 8.55pm</p> <p>Next meeting Wednesday 23rd January 7pm 2019. Venue Village Hall Please note new date and time.</p>	<p>CMN</p> <p>CM to book hall and enter on website diary.</p> <p>CMN Compiling spread sheet to incorporate all</p> <p>MT CMN CW</p> <p>CMN</p> <p>CM</p> <p>CM</p>
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