

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

Minutes of the Meeting held  
On  
Wednesday 23rd January 2019

<b>1</b>	<p><u>Attending:</u> Carole Millin (CMN) (Chair) Caroline Marsden (CM) Diane Lee (DL)(Minutes) Chris Watson (CW) Jo South (JS) Susie Curtis (SC)</p> <p><u>Apologies:</u> Maryann Hanson (MH) Parish Council representative. Martin Thomas (MT) Alan Pryce (AP) Ronnie Steed (RS) Wendy Cross (WC)</p>	
<b>2</b>	Minutes of last meeting 11 <sup>th</sup> December 2018 agreed as correct.	<b>ALL</b>
<b>3</b>	<p>Matters arising;</p> <ul style="list-style-type: none"> <li>• Sound system. Smart Water Forensic marking kit purchased. All relevant items will be marked.</li> </ul> <p>Hand held microphone to be kept in locked cabinet in small hall along with the sound system manual.</p> <p>On going research to find a suitable cupboard/enclosure to keep the sound system securely in when not in use.</p> <ul style="list-style-type: none"> <li>• Kitchen Flooring. Dylan Wooles Flooring Contractor to hopefully start work on the kitchen and adjoining hallway floor in February. Central peninsular will be removed to provide a better flow of persons using the kitchen and improve health and safety issues as highlighted by the recent visit from the responsible person from ACRE. Additional storage could be arranged following a sorting of the remaining cupboards.</li> </ul>	<p><b>Thanks to Carole for purchasing. Key available from Carole</b></p> <p><b>To be arranged.</b></p>
<b>4</b>	<p>Items postponed until January meeting.</p> <ul style="list-style-type: none"> <li>• Contact with village hall. Present procedure via website/mobile phone or email. All felt a better system could be implemented. Decision made to use the pay as you go mobile phone, which was donated free. Change the present number to the one with the phone bus stop/village hall notice board/ website /parish magazine this will be the only number used which the bookings officer will have. In any emergency/problem which the bookings officer unable to help/resolve a cascade system will be used to contact other committee members. Caroline has agreed to compile a list of contact numbers for service providers; (plumber etc.) who can be called in case of a problem in the hall.</li> </ul>	<p><b>CM</b></p> <p><b>Central list of contact numbers needs to be compiled.</b></p> <p><b>CM</b></p>

	<p>Access to key discussed. Updated list of key holders needed.</p> <ul style="list-style-type: none"> <li>• Village Show monies. Village Show account now closed monies transferred via cheque to Eardisland Village Hall account. Village show now a sub group of EVHMC.</li> <li>• Yahoo login problems. All agreed to try to set up.</li> </ul> <p><b>5</b> Renewals. Performing rights licence/live music license (PRS) due 30<sup>th</sup> January 2019. Gas hob and convector heaters checked December 2018. Landlords certificate for gas hob and heaters needed please.</p> <p><b>6</b> Soup and Pudding Lunch March 16<sup>th</sup> agreed sub group to meet Tuesday 5<sup>th</sup> February 2pm at Carole's house to finalise arrangements.</p> <p><b>7</b> Cleaning Contract. Susie to bring quotes for this to next months meeting for Committee to decide.</p> <p><b>8</b> Finance. As of 2<sup>nd</sup> January 2019 account in Santander stands at £5418.03p. Wendy Cross feels she is unable to continue as Treasurer after her trial period so has resigned as a Trustee. Committee thanked Wendy for her involvement.</p> <p>New Years Eve Party £180 surplus after expenses</p> <p>Cheque for £50 received from Alan and Pat Newcombe in recognition for the help given by EVHMC for their "special celebrations" in August.</p> <p><b>9</b> Open Forum no members of public present.</p> <p><b>10</b> Any other business (AOB) Needle felting workshop 1<sup>st</sup> Feb 7-9pm session not full yet. Governing document needs to be agreed and signed at a EGM also Hire Agreement decision made to have EGM 6pm 27<sup>th</sup> February 2019 followed by regular meeting at 7pm. Carole has met with Edwin Thompson to discuss his sterling work he does "behind the scenes" for the village hall. Meters read by Chris. Meeting closed 8.50pm</p> <p><b><u>Next meeting 27<sup>th</sup> February 2019 6pm EGM followed by ordinary meeting 7pm</u></b></p>	<p><b>CM next meeting</b></p> <p><b>JS to keep account of sub group activity</b></p> <p><b>Next meeting.</b></p> <p><b>CM to arrange.</b></p> <p><b>CM SC</b></p> <p><b>SC</b></p> <p><b>Committee to think about Treasurer role and way forward.</b></p> <p><b>CMN to write on behalf of Committee to thank them.</b></p> <p><b>JS</b></p> <p><b>All</b></p> <p><b>Committee thanked Edwin</b></p>
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