

Eardisland Village Hall Management Committee (Acting)

Minutes of the Meeting Wednesday 12 November 2014

Attendees: Albert Sheffield (Vice-Chair), Jo Watson, Jo Edwards, Annie Mitchell, Esther Simpson, Tracie Preece, Steph Griffiths, Bob Aldred, Caroline Marsden, Richard Bartholemew (Art Group)

Apologies: Shelley Connop, Julie-Ann Richards, Ruth Brinton-Bivand
Apologies also offered by Chris W by email – omitted accidentally.

Speaker: Richard Timney, Community First

The minutes of the meeting held 15 October 2014 were approved.

Richard Timney gave a presentation which included the following points:
Governing documents – all members should be provided with a current copy. A specialist version for Village Halls is obtainable. He suggested that it might be preferable to appoint the Charity Commission as Holding Custodian Trustee rather than the Parish Council to avoid confusion of roles. The Holding Custodian Trustee has no powers – responsibility for running and management of the facility is with the managing trustees.

ACRE (Action With Communities in Rural England) can provide a Village Hall Model Declaration of Trust which would be acceptable to the Charities Commission.

An AGM will be required to nominate trustees.

Acceptance by committee members of the status of trustee is to be confirmed by signing the minute book or associated form with the year start/end dates noted. The Charity Commission is to be notified.

Legal Responsibilities

All committee members to hold a copy of the governing documents (see above). All trustees have collective responsibility, so any member objecting to a motion must make sure his/her objection is minuted. Most liabilities will be covered by insurance, with the particular exception of major decisions taken without professional advice. Trustee indemnity insurance is a valid expense of the charity.

Records of maintenance, risk assessment etc should be kept to assist the claims process.

Health and Safety

Model documents are available providing check lists for most aspects of Health and Safety. A Risk Assessment should be carried out annually. Items should be reported and minuted at each meeting as they occur.

Hire Agreements

The Hire Agreement and accompanying Terms and Conditions of Hire should point out where the Village Hall Committee's responsibilities end and where responsibility is passed to the hirer. Terms and conditions of Hire should be on the Parish Website. If there are concerns, the Committee should ask to see the hirer's insurance documents.

Cleaning

Cleaning staff should be given a contract of employment and the committee should satisfy themselves of the employment status of staff and obtain their National Insurance number. The Village Hall public liability Insurance should be checked to ensure it covers sub-contractors.

Insurance

Public liability

Buildings (should be checked by professional architect/builder every 10 – 12 years)

Performing Rights

Licenced Premises – can be obtained for each event by the hirer or committee. If a permanent licence is required it can be obtained in the name of the committee – a nominated contact will be required.

Roles of the Committee members

Essential: Chair, Secretary, Treasurer, Booking Clerk, Health and Safety nominee.

Ensure each sub-group feeds back to the committee. (For Eardisland it is proposed these should be 3 - House, Events and Health and Safety).

The Health and Safety member is responsible for the annual risk assessment and monitoring risk. A log of maintenance should be kept with the accident book and First Aid Book.

All portable electrical appliances should be PAT tested. This can be done with the full electrical test every 5 years or more often for frequently used items. All donated electrical equipment must be PAT tested before use.

Investment and funding

Not eligible for grants: Rewiring, maintenance work. Grants available for other work such as insulation and heating and for equipment and should be applied for (Severn Waste, Veolia, Awards for All, Elmlea Trust mentioned as possible sources).

Suggestions put forward for possible activities to increase usage and/or raise funds:

running a film club

running a One Hundred Club, combining the monthly draw with a craft/coffee morning or similar event.

Advice sheets are available from Community First.

Other matters:

ACTION: Albert/Caroline to ask Gill Richards what the current hire fees are and on what they are based, how much is included to cover cleaning, and for a current booking list.

Christmas Bingo: Arrangements for the Bingo Evening were progressing well. More prizes were still needed.

Cleaning

The question of a professional clean was raised again by Annie. Members agreed that it would be considered in the New Year, but meanwhile we would go ahead with a deep clean and inventory later this month if volunteers were available. **ACTION:** Caroline to contact H-Team.

Jo Edwards asked that a security light be added over the kitchen end exterior door, as it was a danger to users leaving after dark. (There are two lights on the exterior wall, neither of which appear to function).

Richard Bartholemew stated that during H'Art week 492 visitors had attended the exhibition in the hall and many had made favourable comments.

Next meeting: Wednesday 10 December 2014, Eardisland Village Hall, 7.30pm