

EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE (ACTING)

Minutes of the meeting held at Eardisland Village Hall
Wednesday 17 December 2014

DRAFT

Present: Ruth Brinton-Bivand, Albert Sheffield, Caroline Marsden, Chris Watson, Jo Edwards, Steph Griffiths, Bob Aldred.

1. Apologies: Tracie Preece, Esther Simpson, Annie Mitchell, Gill Richards, Lisa Price, Shelley Connop, Richard Bartholemew, Julie-Ann Richards

2. The minutes of the meeting held 12 November 2014 were agreed.

It was agreed that draft minutes and Agendas would be posted on the Community Website and suggested that agendas and a hard copy of agreed minutes would be kept in the Dovecote with a covering note directing to the website for draft minutes: **AS/CM to action**

4. Tracie reported by email that the Christmas Bingo had been very successful, raising £198.00 for Village Hall funds. **AS** suggested that as it was an event which all the family could attend, further Bingo evenings might be held later in the year.

5. **Cleaning.** Formal notice of resignation has been received from Cath Dyer with effect from 31 December 2014. It was agreed to pursue both the suggestion of an initial 'Deep Clean' of the premises and the recruitment of a regular cleaner.

ACTION: CM to write formally to Cath Dyer thanking her for her work to date.

Deep Clean:

ACTIONS: RBB/AS to obtain estimates from local cleaning firms

AS to check whether VH's charity status would allow clawback of VAT.

Regular Cleaning: RBB suggested 6 hours/week needed, 7.30am - 9.30am

Monday/Wednesday/Friday plus additional hours as required for some bookings. Recruitment to be on 3 month trial basis for both parties.

ACTION: To discuss with cleaning companies as above, and if necessary to advertise in the Parish Magazine and on the Community Website, with a view to starting the contract as soon as possible in 2015, after the deep clean. **RBB and others** to investigate cost of hire/cleaning element in other local village halls.

6. Other Business

Keyholders. RBB suggested the Community Shop might be keyholder during opening hours, and possibly the White Swan in the evening. Hirers would be required to sign for key on collection. There would also be a back-up contact.

ACTION: RBB to contact landlord of White Swan, **AS** to discuss with shop volunteers

Bookings Diary/Invoicing: It was agreed that **SG** would undertake both.

ACTION: AS/SG to format a hire agreement and invoicing system and liaise with Ben Woodcock to enter bookings onto the Community Website calendar.

Lease And Village Hall Status: To be reviewed when the new committee is formalised in 2015.

ACTIONS: AS to circulate copies of the new lease. **Agenda item for next meeting.**

RBB to contact all current acting committee members to confirm that they are prepared to become trustees under the terms of the new lease. **Agenda item for next meeting.**

AS to report on whether current Deed of Trust is fit for purpose

AS to contact Charity Commission to inform of change of Trustees.

RBB/AS to post update in Parish Magazine and on website with names of Committee members, role and user group represented.

Funding From Parish Council: **AS** reported that the PC were currently not prepared to offer more financial support, but that they would monitor the situation. The PC would still maintain the external structure of the building. The VH would continue to charge the PC for meeting space. Buildings Insurance confirmed as paid by PC, Contents Insurance from VH funds.

ACTION: AS to check who is responsible for Public and Employer Liability Insurance.

Other agenda items deferred to the next meeting.

Chris Watson offered his support to a sub-committee to look at updating and refurbishment requirements in the longer term.

ACTION: RBB to draft a progress report for publication in the January Parish Magazine.

RBB requested that the February meeting of the Committee be moved to Tuesday 17th February to allow her to attend.

The next meeting will be Wednesday 21 January 2015 7.30pm in the Village Hall.