

EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting held at Eardisland Village Hall
Wednesday 15 April 2015

DRAFT

Present: Bob Aldred, Richard Bartholomew, Ruth Brinton-Bivand, Jo Edwards, Steph Griffiths, Caroline Marsden, Tracie Preece

1. **Apologies:**

Annie Mitchell, Julie-Ann Richards, Albert Sheffield, Kate Thompson, Chris Watson

2. **The minutes** of 18th March 2015 were agreed. Progress on action points as follows:

Under Minute 2

- Return of details for Trustee Status - see item 4
- Steph is currently e-mailing details of all community events to Ben to go onto the community calendar
- Steph is in the process of co-ordinating a person responsible for risk from each user group
- Painting of steps from toilets - see item 8
- Full 7 day licence - see item 5

Under Minute 3

- 60s/70s disco scheduled for 11th July 2015
- Margaret has agreed to assist, in the longer term, with working with the committee to re-launch the Village Fete

Under Minute 4

- Objectives on Charity Commission site - see item 4

Under Minute 5

- British Gas - see item 7
- Labels for storage heaters - done

Under Minute 6

- Weekly test of fire alarms - training required, Kate is in the process of scheduling in liaison with Alison (the PC is paying)
- Staging move - this was done, but was not received favourably by one user group; will be discussed further under item 8
- Re-homing of piano, proscenium arch, curtains - see item 8
- Weekly cleaning - was reduced to Monday and Friday at 1.5 hours, but the cleaning company have said that at £10 an hour, they make a loss. We have a choice of 1.5 hours on Monday and Friday at £11.00 an hour or 2 hours on Monday and Friday at £10.00 hour. **Action: Ruth to inform cleaning company that we wish to confirm 1.5 hours on Monday and Friday at £11.00 hour.**
- Bingo and Open Gardens - see item 8

Under Minute 7

- New tables/ entrance mats/ pictures/ clocks - see item 9

- Under Minute 8
- Check-out posters for end of hiring period now displayed at front and back doors and original fuller text is now printed on the back of booking forms

Under Minute 9

- Award nomination - see item 10

Under AOB

- Ruth has informed Dawn/Mandy that small external notice board is currently needed for election notices

3. **Open Forum**

Jo Watson has requested that her apologies be minuted.

Margaret Milchard gave some details of the 1960s and 1970s disco which she is kindly organising with Sue Wallis in aid of the fund for upgraded toilets. The Hall has been booked for 11th July 2015 along with “Phil’s Live Music and Disco” (as used by the PCC for their recent August barbecues) at a fee of £125.00. 60 tickets will be on sale at £5.00 each on the basis of BYOB, although a soft drinks pay bar may also be available. Bacon rolls will be on sale at £2.00 and there will be a raffle.

Action: include on next agenda updating of toilets and possible application for a grant to B&Q

A “Soup ‘n Pud Evening” was discussed for the autumn and the possibility of a “Puddings Evening” for August. **Action: Ruth to email Margaret re. possible Friday/Saturday evenings in August.**

4. **Charity Commission Website**

Listing of Trustees - a sheet was circulated to request contact details **Action: Jo to pass onto Julie-Ann/Chris**

Named Contact - Albert has explained that as he is not standing for the next election, he will no longer be able to be the PC representative on EVHMC. He will remain as the CC contact until a replacement is found. Albert also wishes to step down from the committee with effect from the May meeting. It is suggested that a replacement Vice-Chair be co-opted to cover the remaining months until the EVHMC AGM in September. **Action: include co-option of Vice-Chair and discussion of date for September AGM on next agenda**

Statement of Objectives - this was revised. **Action: Ruth to forward revised version to Albert for uploading to the website.**

5. **Premises Licence - Update**

Caroline has obtained transparencies of 1/100 and 1/50 scale plans drawn up when alterations were carried out to the hall and is arranging with a local architect to have these amended for licensing purposes. However, this and the subsequent re-licensing process will take some time, and therefore Steph is to liaise with any Sunday bookings to find out whether a music licence is required. **Action: Steph to feed back to Caroline.**

6. **New Insurance Policy**

On the advice of Alison (on behalf of the PC), the VHMC is now insured with Aviva and no longer with AON. The premium is cheaper and the cover better.

Arrangements for key-collection procedures have been revised. Steph and Elaine Smith have kindly agreed to share the key-collection arrangements. **Action: Ruth, Steph and Elaine to meet to revise the documentation.**

7. **Update on British Gas Complaint**

Alison is continuing to handle the complaint with BG. As resolution has not yet been reached, Ofgem is likely to be involved.

Chris has obtained quotations for electricity and gas – the best quotation is from Scottish Power. After consultation with the sub-group (Ruth/Alison/Chris) to whom fully delegated powers were assigned at the last meeting, a switch has been requested to Scottish Power. For electricity, the request is for one (day-time) meter only as the night-time storage heaters do not provide the necessary targeted warmth (i.e. just as and when required).

8. **Progress Reports**

Health & Safety/Housekeeping & Maintenance

- Date for finishing cupboard-sorting/inventory/DIY – 9th or 10th May, 10.00am to 1.00pm, are the best possibilities for committee members present. **Action: Ruth to contact other committee members and the H-Team to see if anyone else could join the working party**
- Possible DIY to include: painting steps from toilets; removing the proscenium arch; moving the millennium map; re-hanging the big picture; fitting a new toilet seat; fixing the “housing” for the staging **Action: at least one committee member to join Caroline on a visit to Eardisley Village Hall to view their refurbishments**
- It was agreed to use the shower room for the time being as a locked store for cleaning materials; move to take place as part of the maintenance/DIY session
- Possible re-homing of piano - charities are unable to collect on weight (H&S) grounds. **Action – Ruth to check if villager is still interested; if not, Steph to post on EBay, along with the chairs from the outside store.**
- Possible curtains - for next agenda. **Action – Caroline to cost**
- The E-Team has been thanked for their work outside the Hall.

Social & Fund-Raising

- Bingo Evening on 22/04 - as there are insufficient prizes for the evening to be viable, it was decided to postpone the evening until before Christmas, a time of year when the evening was very successful last year. **Action – Ruth to email those who were contacted for prizes to say thank-you and to offer return of goods or holding for the next fund-raiser; Tracie to put notice of cancellation onto board; Jo to ask Barry to remove the slider from the wooden board.**
- Open Gardens catering - a team of 8 committee and H-Team members have offered to help with baking/serving teas and cakes (no lunches) on Saturday 13th June, 2.00pm to 5.00pm, in aid of Hall improvement funds
- One Hundred Style Club - as no positive feedback has been received from the update article in the Parish Magazine, it was decided to put this on hold for a year. **Action: include on list of items for future agendas**
- “Pampered Chef” evening - **Action: Ruth to circulate email for consideration with next agenda – a summer event?**

Long-Term Planning

- The joint meeting with the PC is to take place after the election. **Action: include on next agenda**

9. **Short-Term Purchase Wish List**

- Folding tables - Tracie has obtained quotations. Monies to be raised through targeted fund-raising. **Action: Ruth to circulate web link for consideration with next agenda**
- New entrance mats - Tracie has obtained quotations. **Action: Ruth to circulate web link for consideration with next agenda**
- Pictures - Richard is to discuss with the Art Group the possibility of paintings of local scenes; the framing/hanging of all paintings and photos will need to be agreed. **Action: include on next agenda**
- Clocks **Action: Julie-Ann to cost for next agenda**
- Tea-towels - 20 new tea-towels have been purchased. The old tea-towels have been re-cycled.
- Bob requested consideration of re-painting the Hall. **Action: include on next agenda**

10. **Consideration of Nomination of GR for an Award (BEM)**

Julie-Ann reported, through Tracie, that her research has shown that people nominated for an award still need to be actively involved in their role. **Action: Caroline to investigate the possibility of two garden party invitations for long-standing members of the previous committee.**

11. **Items to note for inclusion on future agendas**

In addition to those items noted to include on the next agenda, items for later agendas to include: lease; marketing and "Adopt a Venue" email; monthly coffee morning/craft event/table sale/car boot sale; big breakfast; bank holiday August duck races; "Soup 'n Pud" evening (autumn 2015); "Night of Mediumship"; Christmas bingo; Christmas meal; New Year's party; one-hundred style club (for a 2016 agenda); re-launch of village fete/fun day (summer 2016)

12. **A.O.B.**

May Parish Magazine Update Report **Action: Ruth to draft and to circulate for comment**

Date of next meeting: Wednesday 20th May 2015