

EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting held at Eardisland Village Hall Wednesday 18th November 2015

DRAFT

Present: Kate Thompson, Steph Griffiths, Edwin Thompson, Jo Edwards, Jo South

1. Apologies: Richard Kirby (Parish Council Liaison)
2. The Minutes of the meeting of 21 October 2015 were agreed.
3. Open Forum - No members of the public present.
4. Action Point update:
 - Appeal for new members/helpers in November Parish Magazine – done (KT)
 - New mats – still to order
 - Gents toilet repair a priority – meanwhile users to be directed to the disabled toilets
 - Notices requesting quiet use of the premises have been put up (KT)
 - The window in the gents toilet has been replaced – CM has the key.
 - High level kitchen tap – Steph has in hand
 - Isolation tap for gas cooker – Steph will explain its use to any hirer requiring use of the cooker.
 - Chris Watson has drafted a letter for Scottish Power requesting compensation for missed meetings and final checking of the new lines, but this has not yet been sent.
 - Flyers/Publicity. Steph has obtained an estimate of £66.00 per 500 flyers plus design costs, roughly equal to £200. A decision to proceed taken after an overall financial assessment of Hall funds has been carried out. It was also suggested that cards might be used in addition or instead of flyers. A decision is needed on who the publicity is to be aimed at and where it might be distributed. Committee members were asked to bring suggestions for design and content etc to the December meeting.
 - Repairs/renovation/redecoration: Kate passed on the information that there is a well under one drain cover outside the back door of the hall with no grill over the wellshaft. Redecoration plans are postponed until the need for any building work is resolved.
 - Ruth Brinton-Bivand to be asked for the cleaning checklist which is to be reinstated. Committee members will carry out spot checks to ensure that cleaning tasks are being carried out as specified.
 - An additional notice is required regarding the secure closing of the Fire Exit door in the Main Hall.
 - Trustees: Caroline to add Edwin Thompson to the list of Trustees on the Charities Commission Website.
5. Toilet refurbishment – costing ongoing with a view to then looking at available grants.

6. Future events

Kate suggested that 2 – 3 events per year should be organised and run by the Village Hall Management Committee.

- a) Re-instigate the Duck Race on the August Bank Holiday, possibly with other events to complement it such as a Treasure Hunt with stalls and/or exhibition in the Village Hall.
- b) The Queen's 90th Birthday celebrations – coordinate with other Parish organisations. Caroline offered to loan copies of archive materials.
- c) A bingo and/or games night was proposed for around Easter.
- d) A fundraising white elephant/bring and buy sale was suggested.
- e) It was also suggested that the Village Hall might take a fund raising stall at events in other parishes. All members were asked to look out for possible suitable events.
- f) It was agreed that we would undertake to provide light meals/refreshments for the Open Gardens event if the opportunity were offered.

7. AOB – Caroline asked for expenses for stationery and the cost of reapplying for the licence to be agreed.

The next meeting of the Eardisland Village Hall Committee will be held on Wednesday 16 December 2015