

Eardisland Village Hall Management Committee
Wednesday 18th March 2015
Minutes

DRAFT

Present: Ruth Brinton Bivand, Annie Mitchell, Tracie Preece, Steph Griffiths, Chris Watson, Albert Sheffield, Julie-Ann Richards, Jo Edwards

1. Apologies:
Bob Aldred, Caroline Marsden, Richard Bartholemew, Kate Thompson
2. The minutes of 17th February 2015 were agreed. Progress on action points as follows:
 - There were only five returns of details for Trustee Status.
 - **Action: Albert will send out again to other members**
 - Statement of objectives - see Item 4
 - The system for bookings has been in operation since the beginning of March, the web site is also up and running
 - Revised hire fees - Ruth has informed current users
 - Pilates and Art group will go onto the community calendar
 - **Action: Steph is in the process of e-mailing all community events to Ben**
 - Finance: Discussion is ongoing with British Gas re. Electricity - see Item 5
 - Progress reports: Each user group to nominate a person responsible for risk
 - **Action: Steph to co-ordinate**
 - Richard is happy to paint the steps from the toilet
 - April 11th identified as the best date for an inventory/DIY to be carried out
 - Keith Cowling's document was circulated by Caroline and Albert forwarded it to the PC
 - Parish Mag report drafted by Ruth and reviewed by all members
 - There is no restrictive covenant on VH
 - Reminder to check with Caroline that the full 7 day licence is now in place
3. Open Forum
 - Elaine, the Treasurer of the Village Show, suggested that the increase of fees for the VH (£55 for the day and £30 for use the evening before an event) is too high and would not enable the Village Show to break even. As it is a relaunch of a village event, it was decided that we will charge for the day and the VH will, for this year, underwrite the previous evening.
 - Margaret Milchard has offered to run fund-raising events to help pay for specific improvement. All were in favour and expressed gratitude to Margaret for her kind offer. Margaret is to be asked to suggest Fridays or Saturdays in late June/early July for a 60s/70s disco and a 'soup and pud' night later in the year. The meeting also suggested asking Margaret if she would, in the longer term, be prepared to work with the Committee on relaunching a Village Fete.

4. Objectives on Charity Commission site
The statement needs updating for equality and the general wording
Action: Main agenda item for the next meeting, all to give thought to it in the meantime.

5. Finance - British Gas
The main contact is to be Alison for PC
A new contract needs setting up with an energy provider
Action: Ruth, Chris, Alison to do this as a sub-committee
Chris already has one quote that would cut the bills by 50%
A decision will be made before the next meeting as the Electricity contract is due for renewal by 11th May and it is necessary to give 28 days notice. The Gas is already out of contract.
Storage Heaters have been drawing power incorrectly on a daytime rate 24/7. It was agreed to switch them off with immediate effect.
Action: Ruth to label Do Not Turn On

6. Progress reports:
 - H&S: There is a new First Aid box
 - Fire appliances updated.
 - A weekly test of the fire alarm is not possible at the moment. The biennial test is due in May, it is aimed to bring that forward to comply with requirements for insurance.
 - H&S issues for lettings: move staging to the other end of the hall
 - **Action: Ruth and Kate to organise**
 - Housekeeping and Maintenance: 11th April @ 10.00am. Rehoming of piano
 - **Action: Jo to contact St Michael's Hospice shop to offer it to them**
 - Proscenium arch to be taken down on 11th.
 - **Curtains and costs to be an agenda item at next meeting**
 - Notice boards: Policy – for VH business only, no advertising except for user groups. Weekly cleaning: the 3 month contract is up at the end of March. To be cut to twice a week – Mon and Fri. and only one and a half hours each time.
Action: Ruth to discuss with the company.
 - Social and Fundraising: Prizes needed for Bingo – leave in the box in the shop or make up hampers.
 - Open Gardens: invited to do the catering on Saturday but not enough people available. We will ask the Church if they wish to share one of the days and leave the other day for the businesses in the village.
 - **Action: Ruth to discuss with Beryl Hoda**
 - Duck Races to be held at another time
 - One Hundred Club: awaiting response from the magazine article.
 - Long term planning: a joint meeting with PC after the May elections

7. Short term purchase wish list
 - Shelving for cupboards - hold until storage plans are firmer
 - Folding tables
 - **Action Tracie to do pricing and costings for that and new entrance mats**
 - **Ruth to obtain new tea towels from Bookers**

- Photos and pictures - Kathleen Freeman and the Art Group
 - **Action - Ruth to discuss with Richard**
 - New clocks
 - **Action - Julie-Ann to cost**
8. Check list for end of hiring period: all agreed Kate's version (with minor amendments) for front and back door posters and suggested Ruth's original version be adapted and printed on the back of the booking form
9. Nomination of GR for an award (BEM): need to investigate what is involved
Action: Julie-Ann to investigate
10. Items for future agendas:
- Lease
 - Marketing and "Adopt a Venue" email
 - Pampered Chef fund-raising
 - Night of Mediumship
 - Monthly coffee-morning/craft event
 - Curtains and costs
11. AOB: The committee room hired for the elections @ £100 for the day
Action: Ruth to inform Dawn and Mandy that small noticeboard outside the Hall will be needed for a statutory period for election notices

Next meeting: Wednesday 15th April 2015