

EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting held at Eardisland Village Hall
Tuesday 17 February 2015

DRAFT

Present: Steph Griffiths, Ruth Brinton-Bivand, Caroline Marsden, Bob Aldred, Chris Watson, Kate Thompson, Richard Bartholemew, Albert Sheffield, Julie-Ann Richards.

1. Apologies: Annie Mitchell, Tracie Preece, Jo Edwards.

2. The minutes of 21/01/2015 were agreed.

Progress on action points as follows:

Health & Safety Procedures – see Item 5 below.

H-Team – contacted and interests/abilities requested for sub-committees

Waste, see Item 8 below

Paper towel dispensers - installed

Booking form and calendar see Item 4 below

Tracie and Julie-Ann met to agree Bingo date – see Item 6 below

Big Breakfast – see Item 6 below.

3. **Trustee Status:** All members of the Village Hall Management Committee are now trustees. AS can now list new members (11) onto the Charity Commission site. His own status yet to be decided. **ACTION:** AS to circulate form for completion by Committee members.

Governing Documents – the Charity Commission is looking at the current documents to assess if they are fit for purpose. It may be possible for the committee to update them and submit them to the Charity Commission, based on the original documents and on amendments and model documents provided by Richard Timney (ACRE). **ACTION:** AS to circulate Statement of Objectives for discussion at the next meeting. KT noted that up to date documentation would be relevant for future funding applications.

4. **Revised Booking and Invoicing arrangements.** RBB, SG & CM met to compose Draft Booking Forms and Terms and Conditions of Hire, plus signing in/out form for key collection by hirers. **ACTION:** To be circulated to KT to check for H&S compliance and to AS as representative of the community shop. It is hoped to bring the new system into use week beginning 2 March 2015.

Community Website Calendar: RBB, SG & Ben Woodcock met and decided on a 2-calendar system – one to show availability of the Hall in time blocks, managed by SG and viewable on the Village Hall section of the Community Website (Villagehall@Eardisland.org.uk): Community events will then be referred to Ben for insertion into the Community Website Calendar.

ACTION: The inclusion of the Art and Pilates classes on the community calendar is to be referred to the Parish Council.

Revised Hire Fees. New Hire figures for the Hall were agreed on the basis of RBB's previous calculations and are viewable on the website. It was agreed to bring them in from 1 April 2015. RBB to inform current users. It was decided that extra time outside the allocated 30 mins setting up/breaking down time should be paid for.

5. **Finance** – The end of year accounts will be included in the Parish Magazine. An advice of disconnection had been received from British Gas which was passed to RBB just before its

deadline. The stated outstanding amount has therefore been paid to avoid disconnection but the account is being queried. RBB has raised the following points:

-that when the new smart meter was installed on 15 January the contractor informed her that it was the 4th time he had visited and that the original smart meter had been 'cross wired' so that day time electricity was charged at nighttime rates and vice versa.

-that on 15 January 3 readings were taken from 2 meters – she had asked for an explanation of the set up of the meters

-that on invoices for the past 2 years the billing address and postcode is for *Lawton Hall*.

KT advised writing to the ombudsman to inform of the difficulty in contacting BG's complaints procedure. (RBB had heard from the outgoing chair that a previous complaint had been lodged with BG because all the bills had been based on estimated readings. While this may indicate that the bill just paid may be correct, it also appears that usage has jumped hugely over the last 12 months –

ACTION: RBB to pursue clarification with BG).

Essential short-term spend - it was agreed to authorise purchases of under £20.00 from petty cash, and for the agreement of 3 out of 4 officers to be given for purchases of £20 - £100.

AS - A procedure is required for incoming invoices to be authorised and paid – it was agreed that SG or RBB would raise the cheque to be authorised by any two signatories.

CM – There should be recognition that committee members can claim reasonable expenses for stationery, postage, etc.

6. Progress reports

Health and Safety: KT to liaise with SG on H & S aspects of Conditions of Hire. KT is in the process of drafting a Health and Safety Policy for the Hall and conducting a general Risk Assessment. Two points raised were that the smoking area should be away from the front door and that the steps into the ladies toilets should be marked with fluorescent paint. Hirers should conduct their own risk assessment – KT to assist the Pilates Group and the Art group. **ACTIONS:** Groups using the hall should nominate a person responsible for Risk. **RB** to paint steps.

Ongoing - KT to order Accident Book and review the First Aid Box. The Fire Risk Assessment is in progress. (As part of this assessment, capacity numbers will be confirmed). Fire Appliance testing is due in February, KT reported fee circa £90.00). The Fire Alarm system is to be tested in May and November (fee again circa £90).

Precautions should be in place for volunteers working on their own in the hall, especially on maintenance.

Housekeeping - KT will monitor provision of cleaning materials etc in conjunction with Fire Alarm Testing. **ACTION:** A day to be found in March (likely to be 10am one Sunday) to finish sorting and clearing storage space.

Social and Fundraising – Post Easter Bingo to be held Wednesday 22 April. Advertising in the Parish Magazine was authorised.

100 Club – There appears to be some support for this suggestion within the parish; the proposal will be put forward for discussion in the next Parish Magazine Report.

Big Breakfast – The PCC do not intend to hold this event in 2015, so it has been put forward to the next Agenda.

Open Gardens/Duck Races. RBB has circulated Beryl Hoda's (PCC) response to Committee Members. The suggestion that EVHMC arrange the catering for one day over the weekend is to be discussed further, with the H-Team, hall user groups and possibly an outside caterer.

It was decided not to participate in the Raffle.

The possibility of holding the Duck Race on one of the Open Garden days was raised and held over to the next agenda. Meanwhile RBB to contact the H-Team.

RA outlined the discussion document (Eardisland Village Hall Appraisal) received from Keith Cowling on the future pathways for the Village Hall. **ACTION:** CM agreed to circulate to those of the committee who had not yet seen it, with the request that they should be prepared to discuss it at the next meeting. AS offered to make available the background data (questionnaire) from the Community Led Plan for the Long Term Planning Subcommittee to examine if useful. **ACTION:** AS has forwarded report to Parish Council and will report back at the next meeting.

7. Progress Report for Parish Magazine: RBB will draft the report for the end of 1st week in March – contributions for inclusion welcome from committee members.

8. The new black general waste bin has now been delivered.

9. Kathleen Freeman has offered use of her photographs if wanted to decorate the Hall. Members were asked to bring other suggestions to the next meeting. o add to the list for discussion (shelving for store cupboards, folding tables, new entrance mats, curtains, new tea towels)

10. Items to include on future agendas: lease; revised weekly cleaning arrangements and contract; rehoming piano; removal/retention of 'proscenium arch'; marketing and 'Adopt a Venue' email.

11. Any Other Business – Sunday Licensing – AS to ask Parish Clerk to check for a restrictive covenant. If none, it was proposed to reapply for a full 7-day licence.

Next Meeting: Wednesday 18 March 2015.