

EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting held at Eardisland Village Hall
Wednesday 21 January 2015

DRAFT

Present: Steph Griffiths, Ruth Brinton-Bivand, Caroline Marsden, Bob Aldred, Chris Watson, Kate Thompson, Annie Mitchell, Jo Edwards, Tracie Preece, Richard Bartholemew.

Apologies: Julie-Ann Richards, Albert Sheffield

Kate Thompson was welcomed as the representative for the Village Show committee.

2. The minutes of 17/12/2014 were agreed.
Actions – Village Minutes and Agendas to Community Website & Dovecot – completed
Letter of thanks to Cath Dyer – completed
Bingo Evenings - see item 12
Deep Cleaning – completed
Weekly Cleaning – see item 7
VAT – no clawback possible (See HMRC Website) on maintenance work
20% clawback entitlement on Construction and Modification work.
Keyholders – White Swan and Community Shop both contacted re the feasibility of their being keyholders
Website bookings – see item 10
Lease & Trustees – see item 4
Parish Magazine update completed
List of committee members to be available from website – RBB to action after this meeting when members confirmed.
Public and Employer's Liability Insurance is on the VH Committee's insurance policy.

Agenda Items:

4. Confirmation of Committee Members as Trustees. No AGM necessary. Governing Documents and Deed of Trust pronounced not fit for purpose – **ACTION: AS to follow up necessary amendments in conjunction with Charity Commission.**
Increase to 500K indemnity insurance cover – recommendation from AS is that on advice from Richard Timney current cover is sufficient if all Health and Safety issues covered and the committee acts in good intent.
It was decided to hold proceeding on the new lease until the next meeting (**Agenda Item**)
All present agreed to be Trustees. **ACTION: Tracie to check with Julie-Ann, AS to be asked whether he was required to become a Trustee.**
5. Health & Safety: Richard Timney recommends one person be responsible for Health and Safety, to keep an eye on H&S procedures and aspects and to be responsible for the annual Risk Assessment. (**Standing Item on Agenda for H & S Report**). Required: Maintenance and First Aid Logs, Accident Report Book, weekly test of Fire Alarm. Kate has appropriate H&S qualifications and offered to act as coordinator. RBB commented that the key to the Fire Alarm switch had not been traced nor its keypad code. RA noted that there were no

smoke alarms fitted in the Hall. AM noted that there were no Carbon Dioxide monitors (gas fired heating/kitchen). RBB noted that the emergency lighting should also be periodically tested. **ACTION: Source & Fit Smoke Alarms and Carbon Dioxide Monitors, add emergency lighting test to H&S procedures.**

6. Sub-Committees:

Housekeeping & Maintenance: Kate, Tracie, Bob & Caroline, Richard, Steph and Jo. To be responsible for Housekeeping equipment and cleaning materials, curtains & blinds, cloths and general maintenance.

Social & Fundraising: Tracie, Julie-Ann, Jo.

Long-Term Planning: Annie, Chris, Jo, Albert (to be approached), Bob. Report from Keith Cowling to be circulated.

Each sub-committee to form 'pools' of volunteers with contact lists. **ACTION: CM to contact the H-Team and ask for interests/abilities.**

7. Cleaning: RBB gave background to cleaning quotations – 4 had been sought. Full details can be obtained from the Chair if required. The Deep Clean had been completed and chairs and Carpet were to be cleaned during the next week.

Weekly Clean – currently six hours on a trial basis. A jobs checklist has been established to be completed by the cleaner and stored in the Health & Safety File. After the trial period (end March) the committee will look at a formal contract between themselves and the cleaning company.

8. Waste Disposal. The Green recycling bins had not been emptied. RBB had contacted HCC and this has now been done. For other waste we can choose between blue bags @ £43.93 or a 240 ltr wheeled bin @ £4.43/lift. The latter was agreed as being safer and more hygienic. **ACTIONS : RBB to confirm. Bin liners to be provided for users (housekeeping) – their location to be included in the eventual Hire Agreement together with instructions to bag and bin waste.**

9. Paper Hand Towel Dispensers: RBB brought one to meeting as sample, committee agreed to purchase 3 more (3 x toilet block, 1x kitchen). **ACTION: RBB to purchase.**

10. Bookings and Hire Fees. RBB had circulated current and estimated fees in advance. AS & RBB had prepared spreadsheets based on current and proposed future rates, using 2014 bookings/known future bookings, and with costs based mainly on those of 2014. RB commented on behalf of members of the Art Group that the proposed increase (£20/3 hours) was felt excessive. The possibility of discounting rates for regular/long term users was discussed, but no conclusion reached. AM noted that the size of the Pilates classes were limited by the size of the hall. The committee asked for further time to consider new rates. Booking Form: RBB had made an initial draft of the new form. **ACTION: AS, RBB, SG, CM to review further.** Key holders: The insurers have agreed to 9 signed Key Holders. All keys are to be signed in and out by the hirer.

Matters for the next agenda: Bookings Calendar: Ben, Ruth, Steph to co-ordinate.

11. Smart Meter: Daytime & evening meters now installed as of Thursday 15 January.

12. Fundraising: It was suggested that there should be another Bingo evening after Easter – **ACTION: Tracie to organise with Julie Ann for a Wednesday in April.**

Open Gardens – RBB has had some discussions with members of the PCC. A full review of the potential joint input to the event will be on the February Agenda.

Big Breakfast/100 Club carried forward to next Agenda. **ACTION: AS to contact Diane Cope, Tracie to assess support for 100 Club.**

13. Finance: New signatories have now been authorised for the Nationwide account, Santander pending approval.

End of year accounts – to be presented to the next meeting and published in the Parish Magazine.