

# EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting held at Eardisland Village Hall  
Wednesday 20 May 2015

DRAFT

**Present:** Ruth Brinton-Bivand, Steph Griffiths, Caroline Marsden, Annie Mitchell, Chris Watson, Kate Thompson

## 1. Apologies:

Bob Aldred, Richard Bartholemew, Jo Edwards, Julie-Ann Richards, Tracie Preece

## 2. The minutes of 15<sup>th</sup> April 2015 were agreed. Progress on action points as follows:

### Under Minute 2

- Ruth has informed cleaning company that we wish to confirm 1.5 hours on Monday and Friday at £11.00 hour.

### Under Minute 3

- Updating of toilets - see item 9
- Puddings Evening - see item 11

### Under Minute 4

- Listing of Trustees on CC website - see item 6
- Co-option of Vice-Chair - see item 4
- Date for AGM - see item 5
- Statement of Objectives on CC website - see item 6

### Under Minute 5

- Premises Licence - see item 8

### Under Minute 6

- Steph, Elaine and Ruth met to revise the hiring documentation. Steph is now the main contact for key-collectors with Elaine Smith as back-up. In the case of neither Steph nor Elaine being available, Caroline and Ruth are the supplementary back-ups.

### Under Minute 8

- DIY/tidying session on 09/05 - see item 11
- Caroline and at least one other committee member to visit Eardisley Village Hall.  
**Action: still to arrange.**
- Re-homing of piano - done.
- Possible curtains - see item 11
- Bingo cancellation arrangements - done. **Action: prizes collected to be used for raffles at 60s and 70s night (11/07/15) and at Puddings Evening (15/08/15).**
- One Hundred Style Club - see item 15
- Pampered Chef - see item 11
- Joint meeting with PC - see item 11

### Under Minute 9

- Folding tables and entrance mats - see item 11
- Feedback from Art group on pictures - see item 11
- New clocks - see item 11
- Possible re-painting of Hall - see item 14

### Under Minute 10

- Possible BEM award - see item 13

## Under Minute 12

- May Parish Magazine update report - done

### 3. **Open Forum**

No members of the public were present

### 4. **Co-option of Vice-Chair**

Kate Thompson has agreed to replace Albert Sheffield as Vice-Chair.

### 5. **Date for AGM**

It was agreed because of prior commitments of committee members to hold the AGM on 19 August 2015.

### 6. **Listing of Trustees, Named Contact and Statement of Objectives on Charity Commission website**

Listing has now been completed. Albert Sheffield remains the contact until a new contact designated by the Parish Council.

Statement of Objectives - AS submitted our rewording of the objectives but in consideration of the reply from the Charity Commission the existing wording will be retained for the present.

### 7. **Governance documents**

A copy of the Governance Documents has been obtained by AS from the Charities Commission. In brief, as the the solicitor recommended by ACRE would charge c. £500 to review and revise the documents and as the Charities Commission have no issue with them as they stand, it is recommended they will be left as is. The committee requested minutes should note that they are minded to accept that advice but that all members should read the Governance Documents. **Action: Item for next agenda**

### 8. **Premises Licence –**

An updated plan of the Village Hall is being prepared by Peter Enticknap, Architect to include fire points, emergency exits and other fixtures. As soon as this is available it will be submitted to Herefordshire Council with a new Licence Application. Further copies of the plans will be kept on file and be made available to Committee Members. **Action: CM to progress**

### 9. **British Gas complaint/switch to Scottish Power**

This is now being handled by the Parish Clerk and has gone forward to the Ombudsman. RBB has completed a verbal agreement with the Ombudsman to proceed. Matters have subsequently been forwarded by the Enquiry Officer to the Case Administration Team. We are advised that the case should reach conclusion within 42-50 working days with a maximum of 70 days for more complex cases.

Due notice has been given to British Gas and the contract has been switched to Scottish Power. However letters are still being received from British Gas stating that they will continue to supply power on their Variable Rate for a further year.

### 10. **Village Hall Accounting Package Training Day**

A training day for Village Hall Treasurers is to be held in Hereford on Monday 18<sup>th</sup> June. It was agreed to fund the cost of the course (£60 plus expenses) for Steph to attend. **Action: Steph to confirm the provisional booking.**

### 11. **Progress Reports:**

H&S - training for weekly testing of fire alarms in hand - date to be confirmed  
Hazard lines have been painted on the steps in the Ladies and Gents Toilets  
Stage storage - work in progress.

#### Housekeeping & Maintenance

**Action: CM agreed to recover the notice boards around the stage with green baize on one side.**

6 committee members and 2 helpers completed a tidying session on 09/05/15. Cleaning materials have been relocated to the lockable shower room. Storage has been sorted and reorganised and a new seat fitted in the Ladies Toilets.

Still to do: rehang the large picture and relocate the Eardisland millenium map, dismantle the proscenium arch, resolve the leak in the Gents toilets.

RBB presented costs of alternative lighting for consideration.

Curtains – **Action: CM is to obtain estimates for making-up**

Tables -Tracie has sourced folding tables @ £62.00 + VAT

We are waiting for feedback from the Parish Clerk as to whether this cost may be funded either directly or via S137 Grant from the Parish Council. It was agreed to progress the application. **Action: RBB to approach PC**

Mats: **Action: CM to remeasure and check online prices.**

Refurbishment of Toilets – **Action: CM agreed to further investigate the possibility of seeking contributions from commercial sources.**

New Clocks: **Action: Julie-Ann to cost**

Feedback from Art Group: **Action: RB to feed back at next meeting**

#### Social & Fund-Raising -

Sale of tickets for 60s and 70s Night on 11/07/15 - Margaret Milchard to coordinate, committee to help sell tickets.

Date for Puddings Evening – Agreed for 15/8/15.

August duck races - in consideration of the amount of activity Committee Members were already committed to it was agreed to seek another parish organisation prepared to run the Event. **Action: CW will discuss with the E-Team/White Swan. David Weir (PC) has offered to help with a boat**

Open Gardens catering - 13/6/15 Wendy Cross is coordinating a team of committee members and other volunteers.

Pampered Chef evening - It was agreed that a November date would be suitable, with perhaps a Christmas theme. **Action: Steph to progress.**

Long-Term Planning - joint meeting with members of PC. **Action: to be carried forward to the next agenda.**

#### **12. Items for short-term purchase wish list**

A request was made by CW that light bulbs in the hall should be uniform.

NOTE: it was agreed that enquiries should be made to other parish organisations regarding the availability/usage of notice boards. **Action: all committee members to enquire as appropriate and report back at next meeting**

#### **13. Consideration of nomination of GR for an award – Action : Ruth to progress. Item for next agenda**

#### **14. Possible re-painting of the Hall Action: carried forward to the next agenda.**

#### **15. Items to note for inclusion on future agendas,**

lease; marketing and "Adopt a Venue" email; monthly coffee morning/craft event/table

sale/car boot sale; big breakfast; “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)

**16. AOB**

CM forwarded a request that information should be on display about Colin Coles' fiddle.  
RBB has in hand information about the 'big' painting when rehung.

The next meeting will be held on 17 June 2015.