

EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting held at Eardisland Village Hall 17 June 2015

DRAFT

Present: Kate Thompson, Steph Griffiths, Caroline Marsden, Bob Aldred

1. Apologies: Richard Bartholemew, Ruth Brinton-Bivand, Chris Watson, Tracie Preece, Julie-Ann Richards, Jo Edwards and Richard Kirby (Parish Council Liaison Officer). An email had been received from Annie Mitchell giving intention to resign from the committee because of an impending move.

2. The minutes of 20 May 2015 were agreed. Progress on Action Points as follows:
Under Minute 2 – fact finding visit to Eardisley Village Hall – **Action: Caroline to arrange with RBB in conjunction if possible with Steph and Kate.**

Under minute 8 – Licence – still in hand with Caroline. **Action: Caroline to progress.**

Under minute 11 – Caroline gradually recovering one side of the notice boards. Edwin will complete their fixture once all have been covered. Kate tabled a request from some users that the boards be used for information – one per activity group. Decision held off for wider discussion by the committee at the next meeting.

Curtains: Caroline has found it difficult to get estimates, most companies want to visit the hall first. **Action: Steph is to try to obtain a quotation via personal contacts which we can use as a yardstick.**

Mats: Caroline had rechecked prices. There was a range from cheapest standard size mats via Amazon to highest price made to measure from other companies. The decision was made to order the cheaper mats from Amazon. **Action: Steph/Caroline to progress.**

Refurbishment of toilets: no grant-aid found as yet. Action: **Caroline to carry out further canvassing of suppliers.**

Pampered Chef: Steph to feed back on possible clash of dates.

Under minute 13 – Award – see item 10

Under minute 14 – repainting of Hall – see item 7.

Under item 16 – information notices for Colin Coles' Fiddle and the 'big' village pointing – RBB has in hand

Accounts training day. At late notice Steph was informed that the software was not suitable for Apple hardware and she therefore cancelled her attendance. We have been asked to pay £30 towards the cost of the course. It was the opinion of those present that

this should be contested as this information had not been available at time of booking.

Action: Steph to formulate a letter to the course providers in consultation with RBB.

3. Open Forum – no members of the public present.
4. Richard Kirby confirmed by email that he would act as Parish Council Liaison Officer but was unable to attend the meeting due to a prior engagement
5. The Governance documents had been read by those present and were accepted as fit for purpose for the present. **Action: It was agreed to place on the AGM agenda annually an item requiring the terms of governance to be formally approved each year.**
6. Long term planning – joint meeting with PC. In the absence of Richard Kirby no decision could be made.
7. Gas Cooker – a suspected gas leak had been reported by users on the previous Friday and Saturday. The emergency engineer was called on Saturday and could find no leak at the inlet or meter. The gas supply to the cooker was disabled. Arrangements had been made for the BoilerCare Engineer to call on the following Monday to check the cooker. Bob Aldred suggested it might be possible to fit a gas tap to the cooker supply to be turned on/off by hirers. **Action: A decision on future action will be made after the engineer's visit.**
8. Post Box/Post Code for Hall. It was decided subject to the Parish Council's approval to fit a metal post box to the outer wall of the Hall (with no access to the building). This should enable the Village Hall to be allocated a post code by Royal Mail. Steph has agreed to donate a box if it is suitable. **Action: Chair to check for approval with PC**
9. Repainting of Hall – it was agreed to obtain estimates and colour charts and canvass committee members as to preferred colours. It was also suggested that parishioners involved in the arts might be consulted as to a suitable and appropriate colour scheme. **Action: CM or others to source quotes.**
10. Feedback from Art Group re display of artwork – in the absence of RB no feedback was available.
11. Availability /purchase of Notice Boards – no information obtained to date, one response awaited.
12. Progress of proposed award – **Action: Village Show committee to discuss with RBB.**
13. There is a possible clash of dates with the Christmas Bingo Night (as advertised in the Eardisland promotional pamphlet) and the 'Pampered Chef' event – **Action: Steph to check with Tracie.**
14. 60's 70's night 11/07/15 - The members present agreed to ask Margaret Milchard if they could help with promotion and advertising. **Action: Caroline to email Margaret giving details of possible placements for advertising and to offer further help.**

It was agreed that Annie Mitchell should be formally thanked by letter for her contribution to the committee to date. **Action: A letter to be sent on behalf of the committee and signed by the Chair.**

It was agreed that the installers of the new playground equipment would have access to the kitchens and toilets 13 – 19 July on the understanding that they take care not to disrupt other users. Steph will be absent so another key holder will need to be on duty. **Action: keyholder to be confirmed**

Health and Safety – Fire alarm training was completed by Edwin Thompson, Bob Aldred and the Parish Clerk, Alison Sutton. A programme of weekly testing is now being carried out.

Following the resignation of Annie Mitchell a new representative for the Pilates group is required –**Action: it was agreed that the Chair should be asked to send a formal request to the groups.**

Date of next meeting: Wednesday 15th July, 7.30pm