

## EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting held at Eardisland Village Hall 15 July 2015

DRAFT

Present: Bob Aldred, Richard Bartholemew, Ruth Brinton-Bivand, Jo Edwards, Caroline Marsden, Tracie Preece, Kate Thompson, Chris Watson, Richard Kirby (Parish Council Liaison Officer), Alison Sutton, (Clerk to the Parish Council).

Item 1 - Apologies: Steph Griffiths, Julie-Ann Richards

Item 2 - The minutes of 17<sup>th</sup> June 2015 were agreed. Progress on action points as follows:

### Under Minute 2

- Fact-finding visit to Eardisley Village Hall – **Action: Caroline to arrange with Ruth if possible before August meeting and in conjunction with Steph, Chris and Kate**
- Licence – see item 4
- Boards around staging – see item 6
- Estimate for curtains – **Action: Steph has initial quotation in hand, include on August agenda**
- Ordering of mats – **Action: Caroline and Steph have in hand, include on August agenda**
- Refurbishing of toilets – **Action: Caroline has in hand and is carrying out further canvassing of suppliers**
- Pampered Chef – see item 6
- Possible award – see item 6
- Repainting of Hall – see item 6
- Information notice for Colin Coles' fiddle – **Action: Caroline to let Ruth know where to find information**
- Information notice for large village painting – **Action: Ruth has in hand ready to display once Richard has re-hung painting**
- Accounts training day – **Action: Steph unaware that letter needed for course providers, Ruth to email Richard Timney.**

### Under Minute 5

Governance Documents – done, will be included on August AGM agenda

### Under Minute 6

Long-term planning – see item 6

### Under Minute 7

Gas Cooker – see item 6

### Under Minute 8

Post Box/Post Code for Hall – see item 6

### Under Minute 9

Repainting of Hall – see item 6

### Under Minute 10

Feedback from Art group on pictures – see item 6

### Under Minute 11

Availability/purchase of display boards – Ruth has checked with Barry and they are not stored in the Tea Rooms – **Action: Kate has established that the boards used at the**

**Village Show were supplied by Graham Simpson but still needs to establish who owns them.**

Under Minute 12

Progress of proposed award – see item 6

Under Minute 13

Christmas Bingo and Pampered Chef dates – see item 6

Under Minute 14

- 60s and 70s Night – see item 6
- Formal thanks for Annie Mitchell – a card was signed by everyone present at the meeting
- Installers of the new play equipment – Elaine has co-ordinated the opening and closing of the Hall
- New representative for the Pilates group – Ruth has sent a formal request to Dawn Arkell and read her response to the committee; it was agreed to accept the suggestion that she represent the group herself but not as a committee member and not attend meetings unless she wished to put a matter before the committee.

Item 3 - Open Forum – no members of the public present.

Item 4 - Revision of Village Hall Licence. Caroline has submitted a new licence application to Herefordshire Council. The Licencing office have requested further revisions to the Hall plans and further information on event timing. **Action: Caroline to amend and resubmit.**

Item 5 - British Gas. Report from Alison Sutton. Ombudsman will only deal with matters included in the original complaint ie running up to 27 April 2015. The issue of Estimated Readings was not upheld (legal obligation of actual readings approx. 2 year intervals fulfilled).

Wiring of Storage Heaters into single rate meter – not upheld – British Gas not considered responsible for wiring from meter to storage units. British Gas claim that they replaced like for like when single rate meter was changed in 2003 and 2009

According to the Ombudsman the wiring is the responsibility of the property owner.

Regarding the aborted site visit of 22 December 2014 – British Gas to return £22.00 fee plus £22.00 penalty.

The Ombudsman also agreed that there had been a shortfall in customer service for which British Gas have offered compensation of £100 plus a letter of apology. The committee agreed that at this point they had no option but to accept this settlement.

British Gas claim that they have sorted out the confusion of addressed for correspondence and billing but this appears not to be the case at the time of this report. Alison had secured a delay of 1 week on the case resolution to allow time to submit the electrician's report on the wiring to the Ombudsman for him to re-examine the case and possibly re-refer it to British Gas.

Further discussion was held on the possibility of approaching Western Power to move the meter to a more suitable location outside the Hall.

Alison pointed out that she had raised with British Gas the need for the recent bill for the left hand (single rate) meter to be revised and reissued as £200 had been paid by the Committee in January 2015.

The storage heaters are not to be used and will be disconnected. British Gas are due to send engineers to remove their meter on Friday 24 July. **Action: Chris Watson will contact Scottish Power to co-ordinate the reconnection.**

**ACTION: Ruth to contact Dawn Arkell re the Pilates Group bookings for Friday.** It was agreed that no hire fee would be charged if she wished to run the class.

#### Item 6 - Progress Reports:

##### Health and Safety:

Fire Alarm – Regular testing is now being carried out.

Gas Cooker – following 2 reports of leaking gas the emergency engineer was called out and a further check arranged to ascertain the safety of the equipment (See minutes for June 2015). The cooker is not unsafe in itself but its design, with front knobs makes it potentially unsuitable for this situation. The options are to change the cooker for one with top mounted, side located knobs or to install a safety (isolation) switch on the wall.

Richard Kirby supported the idea of looking at isolation switches as the most cost effective solution. It was suggested that users should be asked at time of booking whether they required use of the cooker so that it could be monitored. Bob Aldred suggested that it might be possible to design a guard to prevent inadvertent switching of the knobs on the current cooker.

##### Housekeeping and Maintenance:

- Staging – Edwin Thompson will complete the housing for the protective boards by the AGM in August.
- It was agreed to trial the idea of user groups using the notice boards to display their activities, making clear that the committee have discretion to approve/remove content.

Post Box – Bob Aldred will install the box provided by Steph Griffiths. Alison can then initiate the process of obtaining a Post Code for the Village Hall.

Clocks – no update from Julie-Ann; carried over to next meeting.

Curtains – awaiting information from Steph; carried over to next meeting.

Toilets – Fundraising under this heading now stands at £80 from catering for the Open Gardens and just under £300 from the 60's & 70's night organised by Margaret Milchard and Sue Wallis.

Tables – the Parish Council have agreed to consider the application for 10 tables at a cost of £620.00 plus VAT. It is hoped that these can be obtained in time for the AGM in August. Members of the Parish have offered to store the old tables in case of need by the Hall or other users.

Art Group (paintings to decorate the Hall). Richard confirmed that some members of the group would be happy to lend their work for display within the Hall. **ACTION: Richard to organise (pictures will need to be hung in liaison with Kathleen Freeman who will advise on frames for her photos)**

Repainting – no quotes yet obtained. To be carried forward.

##### Social and Fund Raising

- Total income from the 60's/70's night was £453.90 which after costs provided a profit of £293.99. The Committee wished to thank Margaret Milchard and Sue Wallis for organising such an enjoyable and successful event. It was suggested that the availability of the DJ be checked with a view to booking him for a village New Year's Eve event. **ACTION: Tracie to contact.**

- Puddings Evening on 15 August – Margaret provided the committee with notes re the organisation of the event. It was suggested that the sound system should be checked well in advance. **ACTION - Bob to check.**
- Duck Races – it was agreed that due to the number of other events in hand and the pressure on volunteers the Duck Races would not be held this year.
- Open Gardens Catering: Richard Kirby on behalf of the PCC agreed to make the total up to £100 in recognition of the surplus cakes donated for the Sunday catering, Our thanks to the PCC for this gesture.
- Pampered Chef Evening – likely to be 3 November. **ACTION: Steph to confirm**
- Christmas Bingo – to be held Wednesday 25 November. **ACTION: All - Tracie asked for contributions to prizes as soon as possible.**
- Quiz night -Wednesday 23 September
- E-Team Craft and Apple Event – Saturday 24 October.

Item 7 - Wish list – Add new free standing display boards for consideration.

Item 8 -Village Hall Committee AGM – to be held on 19 August at 7.30pm, and followed by the first meeting of the new committee. Suggested Agenda: a) Governance Documents to be formally approved b) a Summary Review of Progress by the outgoing Chair (RBB) c) Financial Update to 31 July 2015 (George Alderson). d) The committee would then stand down and those who wished to stand again to put themselves forward.

Officers would be elected by the 1<sup>st</sup> meeting of the new committee.

Item 10 - AOB. Jo Watson informed the committee that there was still concern from the WI about key collection and return arrangements and that furniture had been stacked out of place in the committee room making it difficult to use. **ACTION: Caroline promised to discuss key arrangements again with Steph.**

Item 9 - Items to note for inclusion on future agendas, to include: named contact on CC website; lease; marketing and "Adopt a Venue" email; monthly coffee morning/craft event/table sale/car boot sale; big breakfast; Night of Mediumship; Christmas meal; New Year's party; one-hundred style club (for a 2016 agenda); re-launch of village fete/fun day (summer 2016); dismantling of proscenium arch; relocation of millennium map; resolution of leak in Gents toilets; possible replacement of storage heaters.

Item 10 - AOB. Steph had forwarded a message from a villager who had just hired the whole hall for a day for a family celebration. She had found the Hall to be excellent, would definitely hire it again and was going to ring Teme Clean to thank the cleaner for doing such a good job.

Chris Watson asked to be included on the proposed information visit to Eardisley Village Hall.

A card was signed by all members of the committee to thank Annie Mitchell for her contribution over the last year. Ruth informed us that the Pilates Group Tutor wishes to represent the group herself but does not wish to be a member of the committee or attend meetings regularly. It was agreed that this was acceptable.