

## EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

### DRAFT

Minutes of the meeting held 17 August 2016

1. Attending: Kate Thompson, Edwin Thompson, Steph Griffiths, Caroline Marsden, Richard Kirby (EPC), Jo South, Bob Aldred  
Apologies for absence: Chris Watson, Richard Bartholemew.
2. Election of Officers to the Committee. All committee members from the previous 12 months agreed to remain. Kate Thompson was reelected as Chair, (proposer CM, Seconded SG), Steph Griffiths Bookings Officer, (proposer ET, seconded BA), Caroline Marsden Secretary (proposer KT, seconded RK). Diane Lee agreed to join the committee and was asked to consider taking the post of Vice-Chair at a later meeting.
3. The minutes of the meeting held 20 July 2016 were agreed
4. Open Forum – as Diane Lee had agreed to join the committee, no further public present.
5. Update on Action Points and progress reports

Electricity Supply – update from Chris Watson (via CM) – has been in constant correspondence with new suppliers re setting up accounts etc, should know by end September if all is properly in place.

Repairs to Fire Alarm Board – waiting for a date which coincides with non-usage of Hall.

Maintenance contract for Gas equipment – **ACTION: Steph to arrange a visit from engineer.**

Open Gardens – VH committee to cater on Saturday 11am to 5pm. We will take any profit for funds and not charge day's hire to PCC. **ACTION: Kate to liaise with PCC on pricing etc. Richard Kirby to check whether alcohol is to be served (TENS license needed).**

Duck Race – Event to commence at 2.30. **ACTION: It was agreed to carry out a risk assessment and to meet before event to finalise details.**

Fundraising; Members of the committee had held to meetings with David Tristram of Herefordshire Council at which the possibility of approaching the following was discussed:

Severn Waste – tarmac/road frontage and railings for car park.

Awards for All – water heating, lighting (internal and external), replacing gas heaters, kitchen improvements.

Sunlight Development Trust – decoration, toilets, moving electricity meter boards.

An application for funds for full kitchen refurbishment could then be applied for in the next calendar year.

Security – checking of locks by users is being monitored. No further problems reported.

New Model Hire Agreement (Via Richard Timney) – **ACTION - Caroline to obtain details.**

Review of child protection measures for events promoted by the Hall Committee – Jo South to follow up.

6. Additional Administrative help – offer received from Diane Lee
7. Review/Assessment of Cleaning Contract – scheduled provisionally for late September, to establish a deep cleaning rota. **ACTION – Steph.**
8. Agree date of next meeting/schedule of meetings for 2016/17 – it was agreed to continue monthly meetings. The next meeting will be **Wednesday 21 September at 7.30pm in the Village Hall.**
9. Any Other Business. Steph requested that all users including the Parish Clerk should go through her before placing bookings on the website. **ACTION: - Richard Kirby to address.** She also suggested that website access to the bookings page and the Village Hall generally could be more prominent.

Diane Lee also inquired about the fiddle displayed in the hall. **ACTION - Caroline to look for photo of Colin Coles and document history for display.**

Agreed as an accurate record of the meeting Signed .....

**Date** .....