

## EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

**DRAFT**

Minutes of the meeting held 21 September 2016

1. Attending: Kate Thompson, Edwin Thompson, Steph Griffiths, Caroline Marsden, Chris Watson, Richard Kirby (EPC),  
Apologies for absence: Diane Lee, Jo South, Bob Aldred, Richard Bartholemew,
2. The minutes of the meetings held 17 August 2016 were agreed.  
(NB: Request for minutes to be issued in both Microsoft Word and PDF formats)
3. Update on Action Points and progress reports

Energy Supply – The Direct Debit to Scottish Power should be terminated by the Committee (Gas Supply). The account with npower is now running correctly. The remaining Scottish Power account needs to be checked. There was a discussion as to whether it is preferable to pay by regular direct debit or based on the actual reading. The majority preferred the latter and it was agreed that Chris Watson would arrange this.

**ACTION: Chris**

Three communications from British Gas (2 credits for 0.00p and an invoice for March/April/May 2016) were delivered here, passed to the Parish Clerk and eventually returned to sender.

Repairs to Fire Alarm Board – **ACTION: Kate to progress.**

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

Fundraising/grant applications: members of the committee attended a meeting with the Parish Clerk to discuss the 2 funding bodies the Parish Council is eager to approach. Severn Waste for environmental improvements and the Big Lottery Fund for all else. Kate Thompson currently examining Severn Waste application form which needs to be submitted by January. This application requires registration of the Village Hall on the Environmental Bodies website. A needs based survey of user groups is also recommended. **ACTION: Kate to progress.** Applications to the Big Lottery Fund are considered on a rolling basis. The Committee agreed that it was agreed in principle on the approach proposed by the Parish Council towards grant application. **ACTION:** Caroline to recirculate the documents presented by Keith Cowling in 2014 on possible ways forward.

*See also notes below.*

Security – No further problems reported. Checks to remain in place.

New Model Hire Agreement (Via Richard Timney) – **ACTION – A meeting of the officers to be arranged to discuss review of existing Hire Agreement.**

Review of child protection measures : Jo reported that this would have to be done through an umbrella body. **ACTION: Caroline to give Jo the contact details for the Herefordshire Child Protection Unit.**

Review/Assessment of cleaning contract: **ACTION: Steph to arrange a meeting with the contractor week commencing 10 October.**

4. Review of Events:  
Duck Races: it was agreed that this had been extremely successful and the Committee agreed that they would consider repeating the event in 2017. **ACTION: Steph to circulate final figures to committee members.**

Open Gardens Catering: The bad weather meant that this was poorly attended but the catering raised a small profit. The PCC does not intend to hold an Open Gardens event in 2017.

5. Use of the Hall as Polling Centre: During the Referendum for the Eardisland Neighbourhood Plan an ad hoc inspection resulted in the Committee Room being considered unsuitable for use as a polling station, due partly to access restrictions. It was agreed to await an official council report before further discussion.
6. New Model Hire Agreement: Jo, Caroline and Steph to meet to compare with existing Hire Agreement – **ACTION: Date in October to be agreed.**
7. Annual Risk Assessment: **ACTION: Diane to be asked to assist with at least one other committee member – date in October to be agreed.**
8. Any Other Business. Edwin to look at attending PAT testing course through Community First. Townsend Electricians to be approached re testing the Chiller donated to the Hall. A new user has requested the Hall for 3 hours on Monday mornings for a Pilates/fitness class.

The next meeting will be held on Wednesday 19 October 2016

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

**Date** .....

*The following is a precis of the funding application report.*

External works could include improved access, hedgerow management, roadway crossing, new tarmac, traffic safety, exterior lighting etc. The 'business case' is considered to be that we have on the whole an older than average population, but that we have an increasing number of young children also using a potentially dangerous access area. It is considered that this would lead to increased use of the facilities, safer access areas and safer night time access. This could be supported by the demographic information obtained for the Parish Neighbourhood Plan. The application to Severn Waste would require us to state what from our own resources we would be willing and able to contribute, together with a business plan. If granted, funds would become available late April/early May 2017.

Big Lottery Fund: Funds for interior works would be for replacement of ageing heaters and other interior improvements eg toilet block, relocation of electricity meters, short term improvements to kitchen (double sink and extractor fan). Energy loss through windows and security might also be considered.

**ACTION: Richard Kirby to consult with Phil Milchard (Parish Councillor) about his previous discussions re insulation with Kingspan.**