

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the Meeting Held
on
Wednesday 14th December 2016 7.30pm

Draft

1.	<p>Attending: Kate Thompson (KT), Steph Griffiths (SG), Caroline Marsden (CM), Bob Aldred (BA), Edwin Thompson (ET), Ruth Miller (RM), Diane Lee (DL).</p> <p>Apologies: Richard Kirby (RK - EPC), Jo South (JS) Chris Watson (CW)</p>	Action
2	<p>Minutes of the meetings held 19 October and 23 November 2016 agreed as correct.</p>	ALL
3	<p>Open Forum</p> <p>Third signatory required for the Village Hall Committee. Kate Thompson agreed to undertake this.</p>	KT To do before January meeting
4	<p>Designation of Acting/Vice-chair for session.</p> <p>Caroline Marsden agreed to chair this meeting with Steph Griffiths as vice-chair.</p> <p>Caroline also agreed to chair the next couple of meetings - seconded by Kate Thompson</p> <p>Update on Action Points and Progress reports.</p> <ul style="list-style-type: none"> • Energy supply - Final invoice from British Gas has been received. <p>Scottish Power (Provider of Village Hall electricity) are now charging the correct tariffs. All present thanked Chris Watson for his hard work and perseverance in sorting out the energy supplies to the VH</p> <ul style="list-style-type: none"> • Fundraising/grant applications and user group survey. <p>Caroline reported a good response from the user group. Alison Sutton will analyse the survey answers and inform the committee of the results in due course. Caroline underlined the need for long term planning regarding the Hall with the projected rise in population of Eardisland over the next 5-15 years. Agreed the Parish Council need to make a decision about this.</p>	<p>CM & SG</p> <p>CM & KT</p> <p>All correspondence relating to this filed in Hall cabinet.</p> <p>Contract now until August 2018</p> <p>Alison Sutton CM to liaise with PC</p> <p>JS ongoing</p>

	<ul style="list-style-type: none"> • Review of Child Protection measures for events promoted by the Hall committee. • Review of Hire Agreement . • PAT testing course. 	<p>CM ongoing.</p> <p>ET ongoing.</p>
6.	Servicing of gas hob - this is now urgent. All agreed Caroline to find someone qualified to undertake this.	CM
7.	<p>Renewals Performing rights licence/live music licence due 30th January 2017 Caroline has this in hand and will be paid .</p> <p>Small lotteries licence due 2nd January 2017 Paid.</p>	DL to update Schedule/Renewals sheet
8.	Review of pricing structure –preliminary discussion.	ALL agreed to discuss in New Year
9	<p>Recruitment of additional committee members. All agreed January report in the Parish Magazine should include a call for new members/volunteers.</p>	CM
10	Appointment of third officer/signatory. Discussed in item 3 Open Forum above.	
11	<p>PPL Licence (Phonographic Performance) – commercial hall users. Caroline read from the conditions of this licence. It was agreed that all commercial music-led groups who hire the hall need to be contacted.</p>	CM
12	<p>Authorisation of payments/expenses. None due to anyone present.</p>	
13	<p>A-O-B</p> <p>Edwin informed the meeting that a Christmas tree now standing in the large hall had been decorated ready for the activities over</p>	Thanks to ET

	<p>the Christmas period starting with the Community shop party tomorrow evening.</p> <p>Ruth thanked who ever emptied the black bin by the corner of the village hall.</p> <p>Caroline informed the meeting that a risk assessment needs to be carried out on the whole building as well as a fire one.</p> <p>Meeting closed at 8.25pm</p> <p>Next meeting 18th January 7.30pm</p>	<p>CM & DL to undertake New Year</p>