

## Eardisland Village Hall Management Committee

Minutes of the Meeting Held  
on  
Wednesday 23<sup>rd</sup> November 2016

Draft

<p>1. <u>Attending:</u> Kate Thompson (KT), Edwin Thompson (ET), Steph Griffiths (SG), Caroline Marsden (CM), Bob Aldred (BA) ,Jo South (JS)joined meeting at 8.20pm, Chris Watson (CW),Ruth Miller (RM) Diane Lee (DL).(Minutes)</p> <p>2. <u>Apologies:</u> Richard Kirby (RK) (EPC), Richard Bartholemew (RB),</p>	<p><b>Action</b></p>
<p>3. Minutes of meeting held 19<sup>th</sup> October 2016 not discussed, to be agreed at next meeting Wednesday 14<sup>th</sup> December.</p>	<p><b>CM&amp;SG</b></p>
<p>4 <u>Open Forum</u> Welcome to Ruth Miller who replaces Richard Bartholemew as representative for the Art Group. We express our thanks to Richard for his time on the committee and his input. Edwin reported that the new fire alarm control box was installed on 25/10/16. It needs to be checked every 6 months.</p>	<p><b>DL</b> to add to schedule</p>
<p>5 <u>Thanks to Kate Thompson</u>  Kate has decided to step down as Chair of EVHC. After a lot of thinking she feels she is unable to give the role of Chair her full commitment due to other commitments and her full time job. She is very sad that she has had to come to this decision but wishes to remain active with all aspects of the village hall committee and hopefully attend meetings when possible. Caroline thanked Kate for her sterling work whilst Chair and appreciated her reasons for stepping down. All present agreed and thanked her. Kate may consider the role again in the future.  Caroline suggested an Acting/Vice Chair for the interim and she and Steph have agreed to take this on.</p>	<p><b>BA</b> presented Kate with flowers and a bottle of wine on behalf of EVHC</p> <p><b>CM &amp; SG</b> then continued the meeting.</p>
<p>6. <u>Update on Action Points and progress reports</u>  <u>Energy supply</u> Chris has officially complained via e-mail 16-11-16 to Scottish Power re prices charged for electricity. Rates charged were not the ones promised. Still waiting for reply. Scottish Power have rescinded contract for supply of gas and sent to NPower. Gas being billed at the correct amount.  New electric heater in small hall now installed and being kept on frost stat setting.</p>	<p><b>CW</b> to continue to liaise with Scottish Power re tariffs.</p>

<p>Alison Sutton clerk to the PC looking at the rest of the heating ie large hall. (long term)</p>	
<p><u>Fund raising/grant applications.</u>  Caroline is working with the Parish Clerk on an application for a National Lottery Grant to help with toilet refurbishment works and kitchen repairs, with a second application to be made the following year.  Village Hall Management Committee are to apply for a grant from the Severn Waste transfer scheme (available to charities only) for roadway works aim for Dec 2016 then March 2017 as these will be the last two opportunities.</p>	<p><b>CM</b></p>
<p><u>User group survey</u>  Caroline and Alison Sutton have produced a draft user group survey for the people of Eardisland to be able to have a say in what is being proposed for the VH. The committee were given a copy and asked to comment re format and any changes needed and to let her know by week end 26/27<sup>th</sup> Nov.</p>	<p><b>CM</b></p>
<p>Review of Child Protection measures. Jo is trying to register herself under an umbrella organisation but this is proving difficult.</p>	<p><b>JS</b></p>
<p><u>Review/Assessment of cleaning contract</u>  Caroline met with Hannah to review the above. She asked committee members for permission for an extra 30 minutes cleaning as and when necessary ie to clean shelves tops of cupboards etc.  All present agreed</p>	
<p><u>Review of Hire Agreement</u>  Work in progress</p>	<p><b>CM</b></p>
<p><u>Waste disposal</u>  Caroline sent cheque to council for this service (as billed) but was informed it was already being paid by direct debit. Caroline asked asked for cheque to be returned and is to check that it has not been paid in.</p>	<p><b>CM</b>  <b>CM</b></p>
<p><u>Severn Waste</u>  A Environmental policy should be written to be kept with VH paperwork.</p>	<p><b>?KT</b></p>
<p><u>Risk Assessment</u>  Fire only</p>	<p><b>CM to e-mail</b> <b>ET info</b></p>

	<p><u>PAT testing course</u></p> <p>On Hold</p> <p><u>Parish Leaflet</u> Information about Eardisland Village Hall now included in new leaflet - cost was £25</p> <p>Discussion regarding need for an Asset register/Inventory for VH. Agreed that this should be drawn up possibly when the next PAT testing is required.</p>	
7.	<p><u>Update on Renewals/maintenance</u></p> <p>Diane updated the group on the above; most costly will be the 5 year periodic electrical test due in July 2017. Small portable electrical items needing PAT testing in April 2017. Suggested both might be done at the earlier date.</p>	
8.	<p><u>Donation from Barry and Wendy Cross</u></p> <p>Barry and Wendy Cross were formally thanked for a donation of £10 from the sale of unwanted tools from the late Kevin Powles. The money has been added to the renovation fund.</p> <p><u>Authorisation of payments /expenses</u></p> <p>Caroline asked committee if anyone had incurred any expenses to let her/Steph know.</p> <p>Caroline required authority for small lotteries registration renewal - cheque to be raised.</p> <p>Alison Sutton and Caroline asked for authority from the committee to keep the user survey running – this was given.</p>	<b>ALL</b>
9	<p><u>Review of meeting structure</u></p> <p>Agreed to continue monthly for the moment.</p>	
10	<p><b>AOB</b></p> <p>Accessible toilet has now been serviced - due again in approximately 18 months.</p> <p>Kate requested that Edwin retain her hall keys.</p> <p>Steph has list of all known key holders, at present she holds 3 sets. There are 9 sets in total.</p>	<p><b>DL</b> to put on schedule</p> <p><b>All agreed</b></p> <p><b>SG</b> to re do list</p>

<p>Mandy Ware is reviewing her use of the VH on Monday mornings for her Low Impact exercise class as numbers have fallen.</p> <p>Steph asked if fire alarm is connected to fire station, apparently it is not. An alarm was heard in village recently so what would happen if it was the VH? It was suggested an emergency number should be available outside the hall – to be discussed further.</p> <p>Steph has agreed with a company called Cathedral Hygiene to visit to assess what sanitary ware ie hand dryers etc would be needed for future VH toilet upgrade.</p> <p>It was stressed the need for the fridge and freezer doors to be kept open when not in use.</p> <p>Ruth asked who empties the black bins on the corner of VH as they are overfull.</p> <p>Bob asked if any decision had been made regarding locking of VH back door which only locks from inside. Previous decision to monitor locking of doors has been continued and there have been no more incidents. Locks will be part of future renovation plans.</p> <p>Caroline to replace sticky over the switches which control the outside PIR switched lights, which need to be left on.</p> <p>Meeting closed at 8.55pm</p> <p>Next meeting Wednesday 14<sup>th</sup> December 7.30pm.</p>	<p><b>CM/PC</b></p> <p><b>All users</b></p> <p><b>CM</b> <b>RM</b> to inform <b>WI</b></p>
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