

Eardisland Village Hall Management Committee

Minutes of the Meeting Held

Wednesday 19th October 2016

Draft

1.	<p>1. Attending: Kate Thompson (KT), Steph Griffiths (SG), Caroline Marsden (CM), Bob Aldred (BA), Jo South (JS), Chris Watson (CW), Diane Lee</p> <p>2. Apologies: Richard Kirby (RK) (EPC), Richard Bartholemew (RB), Edwin Thompson (ET).</p>	Action
2.	3. Minutes of meeting held 21 st September 2016 agreed as correct.	
3	<p>4. Open Forum Village band celebrates its 10th anniversary in 2017. To celebrate this Colin Coles' fiddle, which at present is in a display case on the wall of the village hall is to be played by Andy Davies. Caroline has photos and history about this fiddle. The fiddle will be removed from its present place some weeks prior to the concert for tuning etc. ready for 1st April 2017.</p>	<p>CM To inform the appropriate people prior to removal of said fiddle</p>
4	<p>5. Update on Action Points and Progress reports Energy supply Scottish power 2 year fixed agreement. (Gas) Bill will be via Internet Contract is agreed and on their system</p>	CW
	<p><u>Repairs to Fire Alarm Board</u> Due to be replaced next Tuesday 25th October 9.45-10 am</p> <p><u>Maintenance contract for Gas equipment</u> SG contacted Neil Littleworth outlet pipes cleaned 3 gas heaters serviced. Heater in small meeting room condemned. KT discussed use of small hall by the groups that use it on a regular basis. Agreed all users to be offered the use of the main hall at no extra cost until arrangements have been made regarding heating in small room.</p> <p>Space heaters were discussed as were other possible options including oil filled radiators with timers.</p> <p>Landlord's certificate re Gas testing ? will be sent on payment .</p> <p>Cooker needs to be checked/tested</p>	<p>SG To inform all users of small hall rethese arrangements</p> <p>CM To check safety of oil filled radiators</p> <p>SG</p> <p>??SG/CM</p>

<p><u>Fundraising/grant applications.</u></p> <p><u>Survey group</u></p> <p>User group survey prior to grant application</p> <p><u>Amounts from August Bank Holiday weekend fund raising</u></p> <p><u>Review of Child Protection measures</u> Jo updated the group; HOOPLE will act as an umbrella company cost £14.95p admin charge per person, The DBS check is free and completed online as it's for a voluntary organisation. This application is for events organised by the Village Hall Committee only.</p> <p><u>Review / Assessment of Cleaning Contract.</u></p> <p>Steph has e-mailed Hannah but no reply.</p> <p><u>Review of Hire Agreement</u> Caroline outlined this document and discussed amendments proposed. Caroline to complete review and discuss again.</p> <p>Noted that fridge does not have a thermometer as required.</p> <p>Incidents which would involve RIDDOR legislation</p> <p>Emergency lighting - does it function? Agreed it did.</p> <p><u>Risk assessment</u></p> <p>Only needed for Fire this has been completed. For review 2017</p> <p>PAT course - work in progress.</p>	<p>KT has actioned</p> <p>JS & CM (KT to send notes)</p> <p>SG to email final amounts to KT</p> <p>JS & KT</p> <p>SG & CM to ring to arrange a meeting with Hannah to discuss</p> <p>CM</p> <p>CM to purchase</p> <p>KT to contact CM</p> <p>KT</p> <p>ET</p>
<p><u>6. Update on Periodic renewals diary.</u></p> <p>PAT for appliances due April 2017?</p>	<p>DL to try to</p>

<p>Chiller needed for Craft Fair</p> <p>Waste disposal contract</p> <p>Fire Extinguishers have been tested due next 2017</p> <p>Fire alarm test</p>	<p>find last certificate</p> <p>DL to contact Townsends to PAT test by weekend of 23 Oct, and purchase industrial extension lead.</p> <p>SG & CM</p> <p>DL to check for certificate and date of next renewal</p> <p>ET does weekly</p>
<p>7. New Year's Eve Party Cost: £5 per head adults; £2.50 for children up to 16 years. Max 65 tickets to be sold. Timing 9pm to 12:30am. Posters and tickets are in hand</p>	
<p>8. AOB Utilities meters to be read</p> <p>Review meeting structure – item for next agenda?</p>	<p>CW</p> <p>KT</p>
<p><u>Meeting closed at 8:55 pm: The next meeting will be held Wednesday 16 November at 7.30 pm</u></p>	