

## EARDISLAND VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting held at Eardisland Village Hall Wednesday 20 January 2016

### DRAFT

Present: Kate Thompson, Steph Griffiths, Caroline Marsden, Bob Aldred, Edwin Thompson, Richard Bartholemew

- 1) Apologies: Richard Kirby (Parish Council Liaison), Jo South
- 2) The minutes of the meeting of Wednesday 16 December 2015 were agreed.
- 3) Open Forum: No members of the public present
- 4) Action Point update:
  - The design and costing for the promotional leaflet is being progressed by Jo South and Jo Edwards and will be discussed under the agenda for February
  - The toilet pan in the gents has been re-fixed and made safe.
  - The cleaning checklist procedure has been re-established for the new cleaner and is being completed.
  - British Gas dispute – no update received from the Parish Clerk. **ACTION: Kate to contact Alison Sutton.**
  - New high necked cold water tap – Caroline has identified a possible replacement and will order if suitable.
  - New mats: it was decided to replace only the entrance mat with a longer runner and remove the damaged mat from the corridor to the toilets. **ACTION: Steph to arrange for the doormat well to be filled and levelled.**
  - Future events: Table top Sale. Announcement placed in the Parish Magazine (not delivered at the time of the meeting) and in Hereford Times. 9 tables booked, 3 spaces left. It was agreed that a minimum of 6 volunteer helpers would be needed. Kate to contact in the first instance. Initial set up on Friday evening with the hall to be open from 8.30 on Saturday for stallholders. Prices for refreshments were discussed.
  - Games evening – carried forward to February agenda.
- 5) Hiring fee review. The new fee structure appears to be generally acceptable to hirers. Two matters were brought forward for discussion:

*possible policy for discounting fees for 'block' bookings, ie more than two continuous days. A final decision will be made when the profit and loss figures for the year are available to the committee.*

*fee for access to the hall on the evening before/morning after events to set up or clear away. At the moment this is charged at the full rate for an evening or morning booking. It was agreed that if there were no other booking 7 days before the event, access would be allowed for a fee of £5.00. At that point the hall/room would be considered to be booked for the purposes of other enquiries. If a hirer wishes to secure confirmed access at an earlier date then the full fee will be payable.*

A request had been received from the Art Group to block book the whole hall for the period 9 – 19 September 2016 as part of H.Art week. As there are existing bookings for regular user groups for days within that period the committee felt, after consultation with those users, that they could not cancel those bookings in favour of another group. Richard Bartholemew speaking on behalf of the Art Group did not feel that anything other than sole use of the hall for those days would be acceptable given the amount of work and cost involved in setting up and breaking down the exhibition. It was suggested that the Church might provide a possible alternative exhibition space possibly in conjunction with the

Village Hall facilities. Richard agreed to discuss the alternatives with his group at their next meeting.

The committee very much regret not being able to accommodate such a long-standing community group and such a worthwhile event and therefore agreed that the Hall would be provisionally booked for Art Group for H.Art 2017 if they so required, and other regular users so notified. The fee for such a booking will be discussed once a decision has been taken on item 5 i) above. Dates will be confirmed to them and to other users as soon as available from the organisers.

- 6) Other Business: Kate confirmed that a cheque for £181.11p had been received from the Twinning Association representing a distribution of funds following the apparent dissolution of that body. As the future of the Association is to be the subject of a meeting on 27<sup>th</sup> January 2016, the cheque will not be banked at this point.

Date of next meeting: Wednesday 24 February (please note this is one week later than usual)