

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the Meeting Held
on
Wednesday 4th October 2017 7.30 pm

1.	<p><u>Attending:</u> Caroline Marsden (CM) (Chair) Bob Aldred (BA) Diane Lee (DL) (Minutes) Jo South (JS) Carole Millin (CMN) Chris Watson (CW) Tony Phillips (TP)</p> <p><u>Apologies:</u> Edwin Thompson (ET) Maryan Hanson (MH) (PCR) Parish Council Representative.</p>	Action
2.	Minutes of the last meeting agreed as correct.	All
3.	<p><u>Matters arising</u></p> <p>Caroline has spoken to Richard Kirby regarding offers of help with food for the Harvest Supper. No members of the Committee available on Friday 13th October to help. It was agreed to look at the possibility of a joint event in 2018.</p> <p>Padlock and combination lock for new stepladder. No update as Edwin not at meeting.</p> <p><u>Decision regarding Key Safe.</u></p> <p>Tony informed the Committee that the most suitable one, which was approved by the Police and therefore our insurers would cost approximately £50. The combination for the key safe can be changed easily after each hirer and the key would only be placed in the safe when needed. It was suggested the key safe be sited near the rear door of the Hall near the security light. The Hire Agreement will need to be updated to highlight the Hirer's responsibility.</p>	<p style="text-align: center;">CM</p> <p style="text-align: center;">ET</p> <p style="text-align: center;">All Committee members present agreed with this proposal. TP to purchase. NB Hire Agreement to be amended when key safe in place.</p>
4	<p><u>Updates</u></p> <p>General Risk Assessment</p> <p>Diane has completed this Assessment with the changes agreed at the last meeting regarding the use of the new stepladder. Review in 6 months.</p>	<p style="text-align: center;">Committee agreed and signed by Chair (CM) and countersigned by Secretary (CMN)</p>

	<p><u>Energy Supply.</u></p> <p>Chris circulated the Energy Supplies report for 2017 to the Committee. (Paper copy of this available if requested by any residents) Balance as at 27th September 2017 for Electricity (provider Scottish Power) £125.33 in credit. Chris informed everyone that the Contract with Npower and Scottish Power ends August 2018. Committee will need to start thinking of renewal next May/June.</p> <p><u>Works and Maintenance Sub Committee.</u></p> <p>Carole informed the Committee that this group had met twice since its inception. Terms of Reference have been written and agreed and a draft Timeline is in progress. Proposed redecoration of the Hall. Carole to ask Susie Baldwin for an estimate of the cost of paint now that the total area of the Hall has been calculated.</p> <p>C Townsend Ltd electrical contractors have commenced work on upgrading the electrical installation to the Village Hall. Toilet refurbishment is on track to commence week beginning 23rd October 2017.</p> <p>Chris has produced a report following the Village Hall visual building inspection undertaken by Bob Lee, Tony Phillips and Chris Watson in September. This inspection will be carried out every 6 months. Chris to send to Alison Sutton (Parish Clerk). Caroline requested a copy.</p>	<p>Committee thanked CW for his hard work in handling the problems, which have occurred during the year. DL to add to Schedule of Renewals.</p> <p>CMN</p> <p>TP.</p> <p>CW</p>
<p>5</p>	<p><u>Duck race report.</u></p> <p>Edwin unable to attend this meeting but full report can be read in the current edition of the Parish magazine. Very successful day a profit of £307 was made. Next years race already in the diary.</p>	<p>Thanks to ET KT</p>

<p>6</p>	<p><u>New Year's Eve Party.</u></p> <p>Phil the Disco (Phil Weaver) confirmed for the evening. 9pm start agreed. Volunteers needed to help with set up of Hall. Discussion re Theme for the evening. No definite decision made at this meeting.</p> <p>Caroline to check cost of ticket prices. Tickets to go on sale in Village shop 1st December.</p>	<p>CM</p>
<p>7</p>	<p><u>Future Fundraising.</u></p> <p>Caroline has received e-mail from Margaret Milchard regarding setting up a Sub committee to help organise fund raising and other entertainment in the Village hall.</p> <p>Carole suggested a new Committee structure with Sub groups to hopefully get more people involved on specific matters. Terms of Reference for these groups would be similar to the Buildings sub group i.e. with two Trustees and be specific in their function.</p> <p>Ideas put forward;</p> <p>Social events (see above)</p> <p>Fund raising.</p> <p>Committee agreed this was a positive way forward and all agreed to help.</p>	<p>CM</p> <p>CNM (See attached proposal)</p> <p>JS has agreed to take this group forward.</p>
<p>8</p>	<p><u>Recruitment of additional Trustees.</u></p> <p>Caroline informed the Committee that the Treasurer position would become vacant from 5th October following Steph Griffiths resignation. All agreed to discuss further at next meeting.</p>	<p>All discuss next meeting.</p>
<p>9</p>	<p><u>3/5 year plan for Village Hall</u></p> <p>All present agreed this needed more time to discuss in depth. It was proposed that at the next meeting this would be discussed as a Single</p>	<p>CMN</p>

	<p>Item Agenda. Apart from any Matters arising from this meeting.</p> <p>10 <u>Open Forum</u></p> <p>No members of the public present.</p> <p>11 <u>Any other business</u></p> <p>Caroline asked Diane if the Action points from the last 12 months EVHMC meetings had been compiled yet. Diane agreed to try and produce this list by next meeting.</p> <p>Renewals Schedule.</p> <p>Diane informed the Committee that the gas convector heaters needed a safety check. Grange heating to be asked to carry out this work when toilet refurbishment commences.</p> <p>Fire Alarm installation due 6-month check. Diane to contact Edwin.</p> <p>Chris requested electricity meters to be read, as accurate reading needed this month.</p> <p>Meeting closed at 9.15 pm</p> <p>Next meeting Wednesday 15th November 2017. Venue Village Hall</p>	<p>DL</p> <p>TP</p> <p>Post meeting DL contacted ET who agreed to arrange this check.</p> <p>CW</p>
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