

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the Meeting Held
on
Wednesday 13th December 2017 7.30pm

1.	<p><u>Attending:</u> Caroline Marsden (CM)(Chair) Bob Aldred (BA) Diane Lee (DL)(Minutes) Jo South (JS) Carole Millin (CMN) Tony Phillips (TP).</p> <p><u>Apologies:</u> Chris Watson (CW) Edwin Thompson (ET) Martin Thomas (MT) Maryann Hanson (MH) Parish Council Representative.</p>	Action
2.	Minutes of the last meeting agreed as correct.	All
3.	<p>Matters arising</p> <p>Caroline confirmed that the Water Rates are paid yearly by direct debit</p> <p>Combination padlock and chain has been purchased to enable the ladder in the corridor by kitchen to be locked so the Public cannot use it.</p> <p>Discussed need for a paper copy of Fire installation weekly testing.</p> <p>Key safe now in situ and being used for Hall users. Key only placed in safe when required. Combination number changed after each Hall hiring.</p>	<p>CM</p> <p>Combination number to be decided upon at next meeting</p> <p>DL agreed to e-mail ET to ask if the spread sheet he keeps could be sent to her.</p> <p>Thank you TP</p>
4	<p>Project Financial management (cheques)</p> <p>Caroline asked the Committee to agree that the authorised Committee signatories could issue and sign cheques that are now required to pay the Projects in hand which are nearing completion. Proposed by BA seconded by CMN. Motion agreed.</p> <p>Caroline attended last week's Parish Council (PC) meeting on behalf of EVHMC. The PC has agreed to pay half the extra outstanding expenditure required to complete the present refurbishment of the Toilets.</p>	<p>CM</p> <p>CM</p>

<p>5</p>	<p>New Years Eve party arrangements</p> <p>Tickets have nearly all been sold. Arrangements for decorating the Hall confirmed. Volunteers to meet at 2pm 31st December please in VH.</p>	<p>CM</p>
<p>6</p>	<p>Sub-Committee Terms of Reference</p> <p>Carole explained the need for the sub groups to have Terms of Reference as required by the Charity Commission. (EVH Reg Charity 1108366) Present sub groups are;</p> <ul style="list-style-type: none"> - Fundraising. - Works and Maintenance - Social Events. <p>Carole has compiled and circulated the copies of the Terms of Reference for the 3 sub groups. All Committee present agreed with their content and motion taken to accept them.</p> <p>Social Events sub group. Jo informed the Committee that 2 events had been planned for the New Year. These will be advertised in the Parish magazine. Discussion followed about the possibility of a Craft and Social Group to be formed held in the evening.</p>	<p>CMN</p> <p>Thank you Carole</p> <p>JS</p> <p>Next meeting.</p>
<p>7</p> <p>(i)</p> <p>(ii)</p>	<p>Hall renovation</p> <p>Kitchen appraisal Diane shared her findings with the Committee and highlighted the problems with its use for functions. Main concerns are the need for a better means of providing hot water for drinks, by not using kettles or the old urn. The combined gas hob and electric cooker. Electrical sockets to near naked flames and sink. General tidying up and re-arrangement of various cupboards. Caroline and Tony have been provided with the complete list. All present felt more time was needed to discuss as to what could be done in the interim to make the kitchen more Fit for Purpose.</p> <p>Energy Conservation report.</p> <p>The report presented by Chris Watson, Bob Lee and Carole Millin following a meeting with Barrie Morgan of Marches Conservation held on 29th November 2017 had been circulated to Committee members. The report and its implications for energy conservation were discussed briefly and it was agreed that it would be a useful contribution to deciding the way forward for any structural alterations</p>	<p>DL</p> <p>Next meeting</p> <p>CMN</p>

<p>(iii)</p>	<p>to the Hall</p> <p>General “where are we now”</p> <p>Caroline summarised for the Committee comments made by the PC regarding improving the facilities both within the existing footprint and structurally in the future. Councillors made useful and constructive suggestions, which will be included in future discussions. The PC is to commission a structural survey of the Hall after which options can be re-examined for viability.</p> <p>8 Open Forum No members of the public were present.</p> <p>9 Any other business.</p> <p>It was agreed to add Tony Phillips as a signatory to the Nationwide Building Society Account replacing Step Griffiths</p> <p>Next meeting Wednesday 17th January 7.30pm. Venue Village Hall.</p>	<p>CM</p> <p>CM/TP</p>
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