

Eardisland Village Hall Management Committee

Minutes of the Meeting Held
on
Wednesday 15th February 7.30 pm

1.	<p><u>Attending:</u> Kate Thompson (KT), Edwin Thompson (ET) , Caroline Marsden (CM), Interim Chair, Bob Aldred (BA) , Chris Watson (CW), Ruth Miller (RM) Diane Lee (DL). (Minutes) Richard Kirby (RK)</p> <p><u>Apologies:</u> Jo South (JS) Steph Griffiths (SG)</p>	Action
2.	Matters arising from meeting 18 th January 2017 all present agreed correct	All
3.	<p><u>Open Forum</u> No members of the public present. However Steph has kindly made a wooden clock for the village hall. Everyone present thanked Steph. It will be hung in main hall as soon as a safe fixing can be arranged.</p>	
4	<p><u>Updates on Actions /Progress reports</u></p> <p><u>Child Protection measures.</u> Kate informed the group she had received information from Jo but unfortunately there is a problem with the password .</p> <p><u>PAT course.</u> Edwin informed the meeting that this course had been abandoned due to not enough up-take. Discussion regarding frequency of PAT took place.</p> <p><u>Gas hob safety check.</u> Caroline waiting for Grange Heating to contact her via the parish clerk regarding work to refurbish toilets. She will enquire re cost of gas hob service then.</p> <p><u>Weekly fire alarm test.</u> Edwin informed meeting this is undertaken monthly not weekly. He keeps test results on his PC but paper copy updated and to be filed in cabinet in Fire drop.</p> <p><u>Appointment of third officer/signatory.</u> Caroline asked Diane and Ruth to consider taking on this role. They would have to become a Trustee of the committee.</p> <p><u>PPL Licence.</u> Caroline contacted all hall users who provide music for their various</p>	<p>KT</p> <p>DL to add to risk assessment to clarify next meeting</p> <p>CM</p> <p>DL</p> <p>DL & RM</p>

5	<p>classes regarding the need for this Licence.</p> <p><u>Energy Supply.</u> Chris has now received a letter from Scottish Power confirming the correct tariff is now being applied and giving their apologies. As a good will gesture they have refunded £107.50p into the account.</p> <p><u>Renovation of shed.</u> Shed needs weather proofing and walls lined before chairs from the main hall can be stored there. Before this can happen the old chairs already stored need to be disposed off. All agreed to try e-bay in the first instance then Kingsland auction if not sold. Chair trolley will be needed for safe moving of chairs. Volunteers will be needed to help with the renovations in Spring/ Summer.</p> <p><u>Key holders/Insurance.</u> Steph has produced a key holders sheet. All key holders to sign. Hall insurance due in April committee may have to look for another insurance company if a problem arises with a signed list for key holders.</p> <p><u>Repair of external notice board.</u> This is broken again; neither lock works.</p> <p><u>Risk Assessment for Village Hall</u> Diane discussed the risk assessment she and Caroline undertook.</p> <p>All present felt risks highlighted appropriate others to be added were</p> <ul style="list-style-type: none"> Lone working in hall Risks in kitchen burns /scalds Assembly and dismantling of the stage. Using step ladder in village hall Moving of chairs from main hall to shed and back (to be added when appropriate). <p>Spillage kit to be provided.</p> <p><u>Discussion took place regarding need for emergency telephone numbers to be displayed outside village hall</u></p>	<p>CM</p> <p>Vote of thanks from all present to Chris</p> <p>CW to ask E-Team if they can help</p> <p>Next meeting</p> <p>ET</p> <p>DL to amend document and bring to next meeting. Not discussed were Fire and Environmental risk assessments</p> <p>CM BA & ET agreed for their numbers to be used.</p>
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<p>6</p> <p>7</p> <p>8</p>	<p><u>Report on joint meeting with Parish Council re Grant applications and way forward for village hall</u></p> <p>Several of the village hall committee attended this meeting. Richard Kirby, Parish Council Representative explained that grants for smaller projects ie toilet refurbishment and kitchen improvements still need to be made to make village hall more fit for purpose. Larger grants for more major works becoming more difficult. Severn Waste grant application to be completed by end of March, which Caroline has agreed to undertake. PC meeting 16th February to look at options for the future of village hall. Discuss again at next meeting.</p> <p><u>Fund raising 2017</u></p> <p>Caroline had received 2 suggestions from her article in the parish magazine from Phil Milchard. Regular social evening Hiring an entertainer. Thanks to Phil for these suggestions.</p> <p>Duck races August Bank holiday confirmed to be run again.</p> <p>Other suggestions include combined Village show and Fete Arts Alive</p> <p>News Years disco already confirmed.</p> <p>Games evening Christmas gathering dinner/tea or similiar. Summer disco or similar event. Any other ideas gratefully received.</p> <p><u>A-O-B</u></p> <p>It was agreed to place a request for volunteers to fill specific roles (eg events co-ordinator) in next Parish magazine.</p> <p><u>Meter readings</u> Taken by Chris and Edwin</p> <p>Meeting closed at 9.10 pm</p> <p>Next meeting 15th March 7.30 Village Hall.</p>	<p>RK</p> <p>CM</p> <p>Everyone asked to think about other fund raising events please. Discuss again next meeting.</p>
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