

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the Meeting Held
on
Wednesday 17th May 7.30 pm

1.	<p><u>Attending:</u> Caroline Marsden (CM) (Interim Chair) Bob Aldred (BA) Diane Lee (DL)(Minutes) Jo South (JS) Carole Millin (CMN) Edwin Thompson (ET) Chris Watson (CW)</p> <p><u>Apologies:</u> Steph Griffiths (SG) Kate Thompson (KT) Richard Kirby (RK)</p>	Action
2.	Minutes of the last meeting agreed as correct.	All
3.	<p><u>Matters arising</u></p> <p>Diane has received an e-mail from Ruth Miller (Art Group representative) requesting that she receives no further mailings as she will only be attending committee meetings if there is anything the Art group needs to be informed of.</p>	<p>CM to write to RM thanking her for her input to the committee and to inform her that her name would be removed from the list of Trustees.</p>
4	<p><u>Updates</u></p> <p>Chris had requested minor changes to the wording of the Environmental Policy, which was written to support the Grant applications. The wording agreed to be added was;</p> <p><i>Efficient, Effective and Programmable.</i></p> <p>Fire risk assessment.</p> <p>Diane would like some help in undertaking this assessment. Bob agreed to help. Carole informed the committee that any risk assessments undertaken needs to be signed by the Trustees.</p>	<p>All agreed to these additions and Policy will be adopted.</p> <p>CM</p> <p> </p> <p>DL & BA</p>

	<p>Stepladder.</p> <p>Edwin has sourced a suitable stepladder. Discussion took place regarding the need for safety rails and platform. Committee needs to decide how much they want to pay. Edwin happy to collect. General Risk assessment will need to be updated when purchased.</p> <p>Electrical supply.</p> <p>Caroline asked the committee for their views regarding the letter from C Townsend following his visit to undertake the 5-year periodic test of the electrical equipment. He has submitted three estimates for the work needed to improve/upgrade the system ranging from small works to more major works. It was pointed out the new regulations for electrical supply is not retro active. However as the problems have been highlighted and the public use the Village Hall it was agreed it necessary to upgrade the system.</p> <p>Chris agreed to write to Scottish Power to ask for the meters to be re-located outside the building. This would address issues such as health & safety ie having to climb a ladder each time meters need to be read and also easier access for power suppliers.</p> <p>Caroline will liaise with Parish Council (PC). If the alterations are agreed by them another 2 estimates will be needed. The present certificate expires in July 2017 so time is of essence.</p> <p>Hire Agreement and Terms of Reference.</p> <p>5 <u>Open forum</u></p> <p>No members of the Public present</p> <p>5b Not on agenda – Chris updated the committee on the present financial situation regarding the gas and electricity providers.</p> <p>7 <u>Any other business.</u></p> <p>This item was brought forward as the main item of the meeting was to plan for the public Village Hall consultation on 17th June.</p> <p>Noted that the Public Liability Insurance certificate for the Village Hall displayed on the notice board was out of date. To be replaced by current one.</p>	<p>Next meeting</p> <p>CM</p> <p>Future meeting</p> <p>CW next meeting</p> <p>CM</p>
--	--	---

	<p>It has been brought to the attention to one of the village hall committee members that the hall windows are in need of cleaning both inside and out. Edwin knows of a suitable window cleaner and agreed to ask his rates.</p> <p>Update from renewals diary: Fire alarm installation has been checked. New certificate issued. Bob has this at present.</p> <p>Jo informed the committee she has now paid for her DBS (Disclosure and Barring Service) certificate.</p> <p>Item from last meeting re environmentally friendly cleaning products to be used by the cleaners; Edwin had researched this and it appears there are not necessary if there is no obvious smell from the septic tank, toilets or drains. When Maygothling inspected the tank earlier this year it was working, as it should. Agreed to monitor situation and if necessary purchase Bio Boost tablets to put in the tank.</p> <p>Caroline has received a letter from Dian Cope who has had a painting left to her by the late Pat Roche, (painted by Pat) requesting whether it could be displayed in the Village Hall. All agreed as Pat had been very involved with the Village Hall it would be a fitting tribute to her. Caroline will write to Dian asking if she would be happy for the painting to be framed and secured to the wall with a plaque explaining its origin.</p>	<p>ET</p> <p>DL to update renewals diary.</p> <p>CM</p>
<p>6</p>	<p><u>Village Hall Consultation Meeting 17th June 2017</u></p> <p>Discussion took place on how the VHMC could present this open meeting to the parishioners of Eardisland.</p> <p>Action points,</p> <p>All present apart from Kate & Edwin will be available for the meeting. Cakes to be made by, Caroline, Jo, Carole, Diane and Wendy Cross.</p> <p>Jo to produce a Power Point montage of the history of the Village Hall</p> <p>Diane & Carole to meet to organise how to present what ideas we need from parishioners.</p>	

Agreed to meet again on Wednesday 31st May 7pm in the Village Hall to finalise ideas. Jo may be away as its school half term but she agreed to make her montage available.

Also liaison will be needed with the PC regarding their ideas for the event.

Event has been advertised in the present edition of the Parish magazine and leaflets to be put in the Village shop after the Twinning weekend festivities 28th/29th May have finished.

Caroline thanked everyone present for his or her ideas and help.

Utility meters read by Chris & Edwin.

Meeting closed at 9pm.

Next EVHCM Wednesday 20th June 7.30pm. Venue Village Hall.