

## Eardisland Village Hall Management Committee

Minutes of the Meeting Held  
on  
Wednesday 18<sup>th</sup> March 7.30 pm

<b>1.</b>	<p><u>Attending:</u> Caroline Marsden (CM) Interim Chair, Bob Aldred (BA), Chris Watson (CW), Diane Lee (DL)(Minutes), Jo South (JS), Steph Griffiths (SG), Carole Millin (CMN).</p> <p><u>Apologies:</u> Richard Kirby (RK), Ruth Miller (RM).</p>	<b>Action</b>
<b>2.</b>	Matters arising from meeting 15 <sup>th</sup> January 2017 all present agreed correct. Typing errors had been corrected before distribution.	<b>All</b>
<b>3.</b>	<p><u>Open Forum</u> Carole Millin was welcomed to the meeting following request for help via the last Parish magazine.</p>	
<b>4</b>	<p><b><u>Updates on Actions /Progress reports</u></b></p> <p>PAT –Information from Community First in Herefordshire &amp; Worcestershire states that “Anything with a plug on it –PAT- tested regularly; annually is recommended”. All agreed to yearly PAT tests.</p> <p>5 year periodic electrical inspection due in July –all agreed appropriate to combine both in April.</p> <p><u>Appointment of third officer/signatory.</u> Chris agreed to take this on. SG to obtain paperwork from Santander</p> <p><u>General risk assessment and Fire risk assessment.</u></p> <p>Diane has amended the first version but following discussion about the use of the present ladder for use by hall users and its associated risks, all felt further discussion was needed at next meeting. Fire risk assessment –this needs to be a separate assessment.</p> <p><u>Energy Providers</u> Chris reported on-going problems with both nPower (gas providers) and Scottish Power (electricity providers). nPower credits stand at nil. Scottish Power currently charging incorrect VAT charges.</p>	<p><b>DL agreed to contact Townsend in April to arrange both to be carried out at the same time.</b></p> <p><b>CW &amp; SG</b></p> <p><b>DL</b> <b>Next agenda to discuss both items. May require Fire safety officer involvement .</b></p> <p><b>CW</b> <b>Chris was thanked again for his on - going patience in trying to sort these problems out.</b></p>

5	<p><u>Emptying /renovation of outside storage.</u></p> <p>Caroline has taken pictures of some of the chairs stored in the shed and they will be advertised on eBay in the first instance if no takers they will be taken to one of the weekly Kingsland Auctions.</p> <p>Chris has asked the E – team if they would be willing to help with the renovation, which they are happy to do, but would like dates. Probably sometime in May.</p> <p><u>Gas hob safety check</u></p> <p>Grange Heating has now carried this out. Diane Lee pointed out that one of the gas control knobs had been found on the floor in the kitchen.</p>	<p><b>CM</b></p> <p><b>DL to amend schedule to be checked again in 2018</b>  <b>Check gas control knob ASAP.</b></p>
	<p><u>Review of Child Protection Measures.</u></p> <p>Jo reported that her application is now progressing and she should be issued with her DBS soon. Kate now has the correct password so hopefully her application will go ahead.</p>	<p><b>JS&amp;KT</b></p>
	<p><u>Recruitment of additional committee members.</u></p> <p>We welcomed Carole. Due to the death of two long standing former members of the Village Hall committee Caroline had to write a piece for this issue of the magazine so not enough space to ask for more volunteers.</p>	<p><b>CM</b></p>
	<p><u>Fundraising/grant applications-report and request for authorisation of financial contribution.</u></p> <p>Alison Sutton (Parish Clerk) and Caroline Marsden (Interim Chair) have prepared a grant submission to Severn Waste for refurbishment of the toilet block. Due to quotes for the work being higher than anticipated, and on the advice of Herefordshire Council, both the Village Hall Management Committee (VHMC) and the Parish Council (PC) are now making this grant in conjunction with applications to other organisations. Caroline asked for authority to submit the application and in doing so commit the VHMC to a contribution of £300 fee plus 10% of the project cost. The exact amounts involved will depend on the level of grant awarded, if successful.</p>	<p><b>CM</b></p>

	<p>This contribution will be from funds raised specifically for the refurbishment and from reserves, with money from the bequest from Peter Glenn in further reserve if needed, This was agreed by the Committee.</p> <p>The Committee was also asked to approve the Environmental Policy for the Hall prepared by the Parish Clerk for submission with the grant application. It was agreed to accept it as written for this purpose but to resubmit it to the Committee for approval at the next meeting following an amendment by Chris Watson.</p>	<p><b>Next meeting</b></p>
<p><b>6</b></p>	<p><u>Insurance renewal/key holder agreement/ review of Hire Agreement</u></p> <p>Came &amp; Co, brokers for our current insurance policy, has presented two quotations for the period April 2017-18. It was agreed to accept the quotation from Hiscox as last year.</p> <p>Caroline had asked Came &amp; Co for clarification regarding signed list for key holders.</p> <p>The keys can be signed for and a list kept, but the keys must not be identifiable as belonging Village Hall. The key holders will be made aware of their responsibility in locking the Hall after use and if anything untoward occurs they will be liable. In addition Committee members are requested to check the Hall is secure after use - a rota may be required.</p>	<p><b>CM&amp; SG</b></p>
<p><b>7</b></p>	<p>Review of Hire Agreement and Terms of Reference to be discussed at next meeting.</p> <p>Commercial Waste Collection – new rates for review. These rates have increased (paid by direct debit). All agreed to continue with arrangement.</p>	<p><b>Next meeting</b></p> <p><b>All agreed</b></p>

<p><b>8</b></p>	<p><b>A-O-B</b>          Accessible toilet is out of order again this time due to paper handtowels being stuffed down the toilet at a recent hiring which has broken the pump. All agreed this needed to be replaced at a cost of approx. £400. Discussion re hand dryers being installed to prevent this happening again. Also new notice for this toilet needs to be produced.</p> <p>Spillage kit Diane agreed to put one together.</p> <p>White plastic freestanding electric water heater condemned as unsafe used previous Sunday and it leaked boiling water. It has been removed from the Hall and scrapped.</p> <p>Emergency telephone numbers for outside display.</p> <p>Notice board now repaired.</p> <p>Chris &amp; Bob read meters.</p> <p>Meeting closed at 9.05 pm.</p> <p>Next meeting Wednesday 19<sup>th</sup> April. 7.30 pm venue Village Hall.</p>	<p><b>SG&amp; CM</b></p> <p><b>Discuss next meeting re content please</b></p> <p><b>To be done</b></p>
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