Eardisland Village Hall Management Committee (EVHMC)

Minutes of the Meeting Held on Wednesday 28th June 7.30 pm.

1.	Attending: Caroline Marsden (CM) (Interim Chair) Bob Aldred (BA) Diane Lee (DL)(Minutes) Carole Millin (CMN) Kate Thompson (KT) Edwin Thompson (ET) Chris Watson (CW) Maryann Hanson (MH) Apologies: Steph Griffiths (SG) Jo South (JS).	Action
2.	Minutes of last meeting 17 th May agreed as correct.	All
3.	Matters arising. Note this meeting was a week later than normal. Stepladder Edwin to source an appropriate ladder, which will meet all the requirements discussed by the committee at a previous meeting.	ET to purchase. To be risk assessed after its purchase.
	Tap extension on the toilet block wall of the village hall. Discussion took place re the feasibility of this to enable a flexible hose pipe to be fitted into a lockable box so the E – team can regularly water the flowers in the trough outside the front of the Village Hall. Committee agreed.	ET to purchase and install.
4.	Utilities Npower (gas provider) account clear. Scottish power (electricity provider) as from 1-6-17 account is £100 in debit. Chris clarified that 5% VAT is being applied to the accounts where applicable.	CW. On-going gratitude to Chris from all present.

Renewals none this month.

General risk assessment needs completing when stepladder is purchased and Fire risk assessment is in progress.

These assessments will need to be signed by the Trustees and include the Charity commission number,

DL

Next meeting

Grants

Carole gave feedback on a workshop "Looking for funding for a Community project". At this meeting, which took place on Tuesday June 27th, she met Hannah McSherry (Hereford Council Development Officer). The current usage and layout of the village hall was discussed. Hannah McSherry supported the following as potential improvements that could be tackled as three phases:

CMN

Phase one

A sound proof folding wall between the small room and the main hall would give greater flexibility for the space; as would the removal of the corridor between the meeting room and the kitchen. The kitchen is in need of refurbishment. This would really open the space up and enable greater capacity for community events without the cost of an extension.

Phase two

An extension to the front of the hall up to the current building line of the kitchen is also an option but this would be more costly. The main entrance could be moved to a central location forming a welcoming reception area into the hall. Part of the current entrance hall could become storage.

Phase three

A rear extension would make a real and dramatic change, as would open the social space out into the playing field area by means of glass doors. The need could be re-assessed after phase one and two.

Interim phase

Paint and new curtains would make a huge difference to the aesthetics of the space and make it much more welcoming. Black out curtains would mean better insulation and could be used for events like film nights (for example), which at the moment it can't as the existing blinds don't block out the light. This sort of event would lead to wider use of the hall across the generations etc.

Grants

Various sources were suggested for potential funding. Hannah will continue to research grant providers on our behalf. The Village Hall Management Committee should obtain general quotes for the three phases as soon as possible to support their discussions and potential grant applications.

All present thanked Carole for attending and giving such informative and exciting news.

5 Electrical Report and Action.

> Caroline reported that estimates from three electrical contractors had been obtained and discussed with the Parish Council at their meeting held 22nd June. As the baseline from which all three had estimated differed, it was agreed a) that a revised estimate would be invited for two possible projects, and b) that the Parish Council as Landlords would be responsible for the safety element of the work up to a maximum of £720 (currently the higher of two estimates under consideration to bring the Hall up to basic compliance).

The two projects would be

- 1- To rationalise and update the existing installation by installing RCBOs and relocating some elements within the existing scheme, and to test, report and certify.
- 2- To upgrade as necessary, to relocate as many elements as possible to the cupboard in the toilet block corridor and to test, report and certify.

If project 1 is eventually selected, the EVHMC will be responsible in addition, for sourcing and financing cupboards to house the relocated elements.

6 Open Forum

No members of the public present.

7 Village Hall Consultation Meeting (Open discussion morning) 17th June.

Carole had quickly analysed the feedback.

Three areas of comments were asked for in regard to the Future of the Village Hall, these were categorised as short/medium and longterm ideas. Key themes which seemed to be most important to people were:

Upgrading

CM

CMN

	Extending Small projects New build Services. Event related Comments/opinion	
	(A full paper copy of the above is attached).	
	The poster asking for people's ideas regarding fund raising events was populated by 25 suggestions.	
	Several people also agreed to become a Friend of the Village Hall, volunteering to donate hours throughout the year to help with specific tasks/events.	
	All the feedback will be discussed in full at a future EVHMC meeting and an action plan will be produced.	
	All present felt the open discussion was worthwhile and well attended.	
	Caroline to write to Wendy Cross thanking her for providing the cakes.	CM
	Caroline thanked Carole and Diane for organising the displays and layout of the hall, and our thanks to Jo for her 'rolling' power point montage of the village hall history.	
8	Any other business	
	Gill Richards's family have requested via the Parish Council that a plaque might be placed in the Village Hall in memory of her and her involvement over the years with the hall and wider community. All agreed this would be appropriate but to make the family aware the plaque may be need to be moved if/when upgrading of the Hall takes place.	СМ
	Kate raised the issue of the Duck race Sunday 27th August. If this is going ahead it needs to be publicised in the next edition of the Parish magazine.	СМ
	Edwin to purchase new ducks please.	ET
	Fundraising to be discussed at next meeting in more detail. Meeting closed at 9.15p,m	ALL
	Meters read by Chris and Bob.	
	Next meeting in 3 weeks time 19 th July 7.30pm	
	Meeting closed at 9.15pm.	