

Eardisland Village Hall Management Committee (EVHMC)
Registered Charity 1108366

Minutes of the Meeting held
On
Wednesday 27th February 2019 6.45 pm

1	<u>Attending:</u> Caroline Marsden (CM) Diane Lee (DL)(Minutes) Martin Thomas (MT)) (Vice Chair.) Chris Watson (CW). Alan Pryce (AP). Susie Curtis (SC) Carole Millin (CMN) (Chair) Jo South (JS) <u>Apologies:</u> Ronnie Steed (RS). Maryann Hanson (MH) Eardisland Parish Council Representative.	
2	Minutes of last meeting 23 rd January 2019 agreed as correct.	ALL
3	Matters arising; <ul style="list-style-type: none"> • Sound system security marked with Smart Water as well as other items of value. • Kitchen flooring completed, peninsular unit in kitchen removed. Kitchen now more workable safer/cleaner environment. Two base storage cupboards to be sourced to house glasses from peninsular unit. 	
4	Items postponed from the January meeting; <ul style="list-style-type: none"> • Contact with Village Hall. Via mobile phone only. Caroline as booking officer to use new pay as you go provided. Mobile number 07497087369. Numbers to be changed on sites in the village plus council websites. • Village Show monies. Transaction of monies complete. • Yahoo login problems. Committee need to comply with new GDPR regulations and using personal email addresses could cause potential cause problems. Decision made from 1st April 2019 all EVHMC communication will be by using Yahoo accounts. 	Post meeting mobile registered as Eardisland Village Hall. All to email Jo using Yahoo account to test it works.
5	Renewals Renewals spread sheet needs updating with relevant telephone numbers for ease of renewing. No renewals for March noted. Key holders list to be complied. Post meeting DL emailed Renewals spread sheet to CM. Complete next meeting.	DL & CM to communicate these details via email

6	Soup and Pudding lunch 16 th March 2019. Tickets sales very slow. Decision made to sell tickets on door as well. Sub group to meet to discuss.	Meeting arranged 7th February 2pm.
7	Cleaning Contract. Claire Prichard Spotless Cleaning Services to be offered contract on a 3-month trial. Hourly rate cheaper than current company. <u>Spotless Cleaning to commence 1st April 2019.</u> (Key to be obtained from current cleaner to be re-issued to Claire.) Renew contract yearly.	Post meeting SC has given one-month notice to Teme Clean ends 31/03/2019.
	Hire Agreement all complete, Fire Risk Table and General Risk Assessment to all be uploaded onto website together with new mobile contact number.	CM /JS
8	Finance. <ul style="list-style-type: none"> As of 31/01/19 balance in Santander account stands at £7360.89p £1098.34p ring fenced for Village Show. Carole proposed; <ol style="list-style-type: none"> 1 Money being spent on a re-conditioned laptop to be used for hall bookings. 2 Purchase of 2 kitchen base units, 3 Trustees folders. 4 Replacement cleaning equipment (in liaison with new cleaning contractor) 	All committee present agreed.
9	Open forum no members of public present.	
10	Any other business. <ul style="list-style-type: none"> Carole thanked Jo for the successful Felting evening. Electric radiators on-going problems with these being used incorrectly. All hirers to be sent email explaining the problems and how radiators are set up. Cost escalating with not being used properly. Jo unable to find free business cards Committee agreed to purchase using Vista Print. Susie would like the items she has stored in her barns to be sorted. Chairs try E-Bay again. Violin, pictures back to hall. Martin wanted to know if small hall would be decorated this year. Provisional date weekend of 4/5th May 2019 c Notice board all agreed needs replacing. <p>Meeting closed at 8.20pm</p> <p>Next meeting Wednesday 27th March 7pm. Venue Village Hall.</p>	CMN CMN JS CM Confirm dates next meeting. CM to investigate.

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