

Eardisland Village Hall Management Committee (EVHMC)

Minutes of the meeting held
on
Wednesday 18th July 2018 7.30pm

1.	<p><u>Attending:</u> Jo South (JS), Carole Millin (CMN) (Secretary) Diane Lee (DL) (Minutes) Chris Watson (CW) Martin Thomas (MT) Caroline Marsden (CM) (Chair) Maryan Hanson (MH) Eardisland Parish Council Representative. Susie Curtis (SC) (joined meeting at 8.40 pm)</p> <p><u>Apologies</u> Bob Aldred (BA) David Wallis (DW) Ronnie Steed (RS)</p>	Action
2	<p>Minutes of last meeting: Item 5 Village hall events. Jo has agreed to support the organisation of the New Years Eve party but will not be around to attend. Date of this meeting not 17th as stated on last minutes and this agenda should have read 18th.</p> <p>David Wallis has informed Caroline that he will unable to continue as a Trustee with immediate effect. The Committee present thanked David for his input. Bob Aldred formally sent his apologies and he too will be standing down as a Trustee again with immediate effect. Bob has been a Trustee for many years and his contribution to the EVHMC was thanked by all present. Minutes and resignation agreed.</p>	All
3	<p><u>Matters Arising</u></p> <p>Data consent form – Caroline working on a suitable form for the Committee hopefully to be ready by next meeting.</p> <p>Borrowing Village Hall Equipment – Carole informed those present of a minor change to the form following feed back from people who have recently borrowed equipment. All agreed the changes. Forms now kept in folder in small meeting room on top of grey filing cabinet.</p> <p>Governing body document – Carole has heard back from the Charity Commission: they have no problem with changes being made to the document. Committee present accepted changes.</p>	<p>CM Next meeting</p> <p>CMN</p> <p>CMN & CM to email Charity Commission with final document.</p>

	<p>Cleaning Contract – Caroline has updated the specification, when agreed by Committee to be sent to current cleaning operative plus two/three more individuals/companies.</p> <p>Any other matters arising – Jo has spoken to Ben Woodcock regarding dedicated email addresses for all on the EVHMC. A cost would be involved. Further discussion in the group: decision made to set up individual Hotmail accounts. Jo agreed to do. Thank you.</p>	<p>CM to email new specification to ALL</p> <p>JS post meeting Jo has set up individual Yahoo accounts.</p>
4	<p><u>Renewals</u></p> <p>Landlord's gas safety certificate still no paper copy found. Caroline to email copy to Diane. (Done at meeting). Saniflo macerator maintenance visit not arranged yet. Form has been sent, Caroline to ring to arrange engineer to visit.</p> <p>Weekly fire alarm testing.</p>	<p>CM</p> <p>CM</p> <p>CM to email Edwin.</p>
5	<p><u>Financial matters</u></p> <p>Open Gardens August Bank Holiday week Discussion took place regarding hire charges for the hall over this period. 1st day full hire cost consecutive two days 30% reduction of full hire cost. All present agreed. Caroline asked for those Trustees present for approval for a cheque to be raised for £3991.99 towards the cost of the new curtains and blinds. Trustees present agreed. Total cost for the curtains and blinds amounts to £3991.99p Caroline had receipts from Susie for paint etc. Trustees agreed spend. Painting of the large hall now complete within the time set. Thank you to all the volunteers who worked tirelessly over two weekends to achieve this. Thanks too to Jo and Phil for the loan of their equipment. The hall looks brighter, cleaner and larger. Storage of stage, tables and chairs now needs to be decided as small hall out of commission at the moment due to furniture etc being stored in there. Those present agreed that the current hall hire charges now need to be reviewed.</p>	<p>CM</p> <p>CM</p> <p>CM</p> <p>ALL</p> <p>After AGM</p> <p>JS</p>
6	<p><u>Village hall events</u></p> <p>Following a meeting of the entertainments sub-committee in June a calendar of events was put together.</p>	

	<p>The following was proposed.</p> <p>26th July 2pm Rounders in the recreation ground. All ages welcome.</p> <p>Duck races: Sunday 26th August</p> <p>September 1st: Village show (now sub-committee of Village Hall Management Committee)</p> <p>October 26th : Halloween Ceilidh</p> <p>December 1st: Christmas Bingo</p> <p>December: Carol singing (date not fixed)</p> <p>New Years Eve: Do it yourself disco. Jo to liaise with new owners of The Cross Inn to check what their plans are for New Year's Eve.</p> <p>New ducks to be purchased for the races. Carole agreed to order.</p> <p>Martin to organise a further meeting to finalise this event</p>	
7	<p><u>Trustee pack</u> Carole to email this information to Caroline.</p>	<p>JS</p> <p>Thank you Carole.</p> <p>MT</p> <p>CMN & CM</p>
8	<p><u>Village Hall Developments</u> Susie as the EVHMC representative on the Feasibility group updated the meeting of the progress so far. Agreed for Susie to email her report to everyone for comments. Carole pointed out that the EVHMC have to respond as a group not as individuals so any comments to be discussed at next meeting.</p>	<p>SC</p>
9	<p><u>Utilities</u> At the last meeting the Trustees had delegated the task of sourcing new energy suppliers for gas and electricity to Chris and Ronnie Steed who agreed to help with this process.</p> <p>Chris informed the meeting that the new supplier for both gas and electricity will be EDF. The new contract will commence from 1st September 2018 and run for 2 years.</p> <p>Scottish Power and nPower have both been informed of contract ending on 31st August 2018 and have acknowledged this request.</p>	<p>Thank you Chris & Ronnie</p>
10	<p><u>Open Forum.</u> no comments</p>	

11	<p><u>Any other business</u></p> <p>Diane asked if the hall could be booked for the morning of the 15th September to enable more time to set the hall up for the Friends of St Michael's Hospice tea party. Afternoon hire already paid for. This was agreed.</p> <p>Meeting closed at 9.25pm</p> <p>Next meeting AGM Thursday 18th August start 7pm</p> <p>Followed by EVHMC Ordinary Meeting 7.30PM venue Village hall</p> <p>Thank you to Jo for hosting this meeting in her home as VH not available.</p>	CM to book
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