

**MEETING OF THE CREECH ST MICHAEL VILLAGE HALL MANAGEMENT COMMITTEE  
AT THE VILLAGE HALL  
FRIDAY, 20<sup>th</sup> JANUARY 2017**

**Present:** Peggy Cartwright, Iris Chown, John Davenport, Liz Evans, Robert Harris, Lynn Gates and Chris Roberts.

**1. Apologies:** Gill Underhay

**2. Minutes of the Last Meeting** were accepted as a true record and signed.

**3. Matters Arising**

Re Peter's resignation – the form to remove him from the bank account had been signed by Gill and would need to be signed by Lynn and Iris. John would deal with this. He stated that Gill had approached a cleaning agency who had agreed to take on our cleaners. (See item under Caretaker's Report). It would mean a greatly increased cost, but we had little choice. We need an update from Gill re key safe. John also agreed to discuss key fobs with Gill. John referred to payments from the Blood Bank and Lynn felt we should have copies of the correspondence involved. Steve Altria had complained he had not had an invoice for the Parish Council. It was suggested that we should have updates from Gill at meetings regarding non-payers. As Julie had not replied to the previous email Iris would attempt to contact her again.

**4. Correspondence**

A letter had been received stating that our electricity charges would increase. Taunton Deane had agreed to give us rates relief. Lynn had a letter from Taunton Deane re broadband in venues asking if would like it. She replied that we would like it and asked if they would fund it. Defibrillator: The Community Council had sent a questionnaire regarding this. However as the Parish Council was dealing with it we did not need to reply.

**5. Treasurer's Report**

John distributed copies of the accounts as at 31<sup>st</sup> December 2016. This year we had made a loss of £333.00 but had yet to claim back the Section 106 project cost to date of £2,686. We have paid for insurance £1,202.59 and received £388.25 for the Christmas Fayre, with £20 paid out.

**6. Section 106 money – update**

Robert stated that within the next two weeks they would be meeting with the architects to draw up a list of three builders. We had to go for the lowest quote. It was felt that we should first go to people who had supported the hall in the past. That included one builder and one electrician. Iris discussed funding from the Big Lottery Awards for All, which could be used to fund the kitchen perhaps and would email the forms around.

**7. Christmas Fayre**

Lynn wondered if we should have a wash up meeting with the church to discuss how it went and if we should repeat the joint fayre, which Liz thought a good idea and would arrange. As there was an event at the Baptist Church at the same time as the fayre it could have brought in more people to our hall. Perhaps we could find out if they were having a similar event next time. Liz stated that worryingly the Baptist Church was planning to hold weekly coffee mornings on a Saturday, which would hit our coffee mornings. If they went ahead we should have notices stating our car park was for village hall users only.

**8. Trust Deed**

Iris had forwarded copies of the amended Trust Deed and a couple of amendments had been suggested and would be incorporated. A discussion took place on the groups who would be named in the Trust Deed and John suggested an Appendix be incorporated, which was agreed. It was also agreed that it should then be forwarded to the Community Council for approval.

**Action**

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## 9. Hire Charges

A discussion took place on whether hire charges should be raised by 50p an hour but in view of increased charges for electricity and cleaning it was agreed to increase charges by £1 per hour all around. Notices would be displayed on the website, notice board, etc. explaining why the increase was necessary.

## 10. Policy Documents

The revised policy documents had been emailed around but John said he had not received them. Iris agreed to give him paper copies. Iris raised a query regarding closure of the hall on Good Friday on the hiring policy. After discussion it was agreed that Good Friday should be deleted. All policies were then agreed to.

## 11. Hall's 30<sup>th</sup> Anniversary

Next year there would be the hall's 30<sup>th</sup> anniversary. Suggestions for celebrations included a tea party, barbecue, etc. Perhaps an afternoon event could be held instead of a Saturday morning. It was decided at the next Neighbours Cafe and/or Rainbow Cafe we could have a small leaflet asking people what they would like Iris agreed to organise that.

## 12. Booking Secretary's Report.

In her absence Gill had submitted a written report. She stated that bookings remained steady and the regular users had confirmed their bookings for 2017. Unfortunately the yoga class did not take off. However Jitta Bugs was going from strength to strength. There had been an unfortunate incident whereby visitors to the Baptist Church had parked in our carpark for an event which meant the teacher and children from Jitta Bugs could not use it. Almost all payments were up to date. However Gill had informed the Blood Bank that unless they cleared the backlog of overdue payments after January's booking we would be unable to accommodate them further. She would keep the committee informed of developments. Many enquiries had been made regarding parties so the hall was continuing to be popular.

## 13. Caretaker's Report.

Gill had also submitted a written Caretaker's Report. She stated there were no significant repairs/damage to the hall and felt it was being maintained to a high standard thanks to the daily cleaner, Judy Sweeting. The electrician had been called out several times to replace light bulbs inside and outside the building. Gill had contacted a cleaning company who stated that they would take on Judy and any weekend cleaner if we had a contract with them. However the cost would be in the region of £13-£15 per hour, whereas currently we pay the cleaners £8 per hour. She would appreciate a vote on whether to proceed. Lynn agreed to look into other agencies before a final decision was made and would circulate the results. Robert was thanked for all his hard work keeping the grounds pristine. Gill stated he was out in all weathers working hard and Lynn echoed thanks to him on behalf of the committee. There had been a concern regarding missing keys but that was now resolved.

**14. Review of Risk Assessments completed** – That was up to date.

**15. Review of entries in Accident/Fire Book** – No accidents had been reported since the last meeting. Liz referred to the upstairs committee room and stated that if there was a power cut it would be completely in the dark. It was agreed therefore that John would purchase, from B&Q a battery operated emergency light for the upper landing.

## 16. Any Other Business

Insurance – Liz stated that when renewing our insurance there had been a string of requests from the company. One was the reporting of accidents, to them, which in the past we had not done. She had sat down with Gill and redesigned the forms, to give much more information. Details of the last two incidents, although over a year ago, had now been forwarded to them. As one involved a child, the paperwork had to be kept in perpetuity. Gill had put together a notice to go with the hiring forms regarding accidents but after discussion this was amended and Liz would give Gill the paperwork. Liz said there were two lists of advice which Trustees needed to be aware of and copies were distributed. One form referred to regular hall checks

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and she stated it would be helpful to know when things in the hall were due. (See attached paperwork). For instance the five-year re-valuation of hall, which was last done in 2014, was now due in 2019. Contents inventory done in July last year so should be done in July this year. There should be photographs taken of the hall and contents, which Liz agreed to do. The fixed electrics should be tested every five years and had been done in 2015 so would need doing again in 2010. Liz then referred to PAT testing. The Health & Safety Executive did not give a specific time but we felt it was good practice to have it done annually. As it appeared that this was overdue, Gill would be informed to contact the electrician to have it done as soon as possible. Liz then referred to risk assessment and it was agreed that we should have a complete risk assessment done once the building work was completed. Liz stated that we should have the hall gutters cleaned annually and it was agreed that we should ask our window cleaner to carry this work on our behalf. Another requirement was that the insurers should know if any Trustee or committee member had a conviction, pending prosecution, or police caution, for any offence other than driving offences. She therefore gave everyone contact details for the insurance company and stated they should contact them direct if it was relevant to them. Liz was thanked for her work. Robert referred to the child's accident re the kitchen door and wondered if we should consider strips along the door. Also, Chris asked if we should also consider covers for the low level sockets.

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Fund Raising: Lynn agreed to ask Angie Blackwell if she could come to the hall to do a flower arranging demonstration in April. We could publicise once she confirmed the date. Lynn had also spoken to Gill regarding possibly doing a high tea on a Saturday afternoon.

LG

All

**17. Date of Next Meeting** – The meeting closed at 3.20pm. Date of next meeting: Friday 24<sup>th</sup> March 2017.