

**MEETING OF THE CREECH ST MICHAEL VILLAGE HALL MANAGEMENT COMMITTEE
AT THE VILLAGE HALL
FRIDAY, 18th MAY 2018**

Present: Eric & Iris Chown, John Davenport, Liz & Mike Evans, Robert Harris and Gill Underhay

It was noted, with regret, that Liz had submitted her resignation as Trustee, as from 1st May 2018. She was willing however to remain as a volunteer. She was thanked for all the work she had done in the past and the committee was grateful that she would carry on in a voluntary capacity.

1. Apologies: None.

2. Minutes of the Last Meeting: Agreed to be a true record and signed.

3. Matters Arising:

To clarify – PAT testing for items belonging to hall users should be done at their own expense. The Community Council had details of an agency we could contact – LSI Energy – regarding cheaper electricity. It would need to be put on hold however until we opened a bank account which provided direct debits.

4. Correspondence – all emails had been forwarded to the committee.

5. Treasurer's Report

John stated that he was not yet in a position to do a report for the last month but it should be ready shortly. The annual accounts had been audited by Mike who had done so for the last couple of years and he went through the content. Figures came from the balance sheet which was attached. The big increase in income and expenditure this year is due to the Section 106 money from Taunton Deane Borough Council. Mike stated that Robert would need to sign the annual accounts and it was also agreed that the Trustees would sign on the back. Mike also recommended that a laptop, with a suitable accounts package, be purchased for the Treasurer. A discussion took place on a possible laptop to be provided by the Parish Council. Gill agreed to speak to the Parish Clerk. As we need to change our bank account a further discussion took place on various options. John stated we would need to have a re-evaluation of the hall by the end of 2018 and it was agreed that the insurance company should be approached to assist. Mike was thanked for his work and left the meeting at this point.

6. Section 106 money – building works update

Robert stated that it had been a difficult week as there had been a problem. The builders had constructed just a single door from the new storage area into the main hall, whereas we need a door and a half, at least, in view of the equipment, which would need to be taken in and out of the area. The architect had been approached and spoken to the builders who had now agreed to put in a new lintel which would accept a double door. The floor would be laid the following week and building works were a week ahead of schedule. Robert was thanked for dealing with all the work to date. We have not yet heard officially if there is more Section 106 money to come.

7. Review of Policies

Iris had emailed the policies, with slight amendments, and it was agreed that they should be adopted for a further year.

8. Hall Floor

There were small pieces of red tape on the floor but it was unknown who had done it. Tom Kimber was now unable to quote for floor repairs as he was too busy. Gill was pursuing other companies however. We need the work to be done in August.

9. Booking Clerk's Report

Gill had submitted a written report. She was pleased that the high standards of cleanliness was being maintained with the new cleaning company. There were two possible new

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bookings for the refurbished ground floor committee room, which is now to be renamed the Cartwright Room. Gill suggested that, as Peggy will be celebrating her 90th birthday in July, we should use this as a date to dedicate the room. Gill had temporarily put the date of 21st July in the diary, which is when Peggy's family would be visiting.

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10. Caretaker's Report

Gill felt that the building works hadn't caused too many problems, with little disruption although one group, Crafty Creechers, had to relocate to the Baptist Church. The new store cupboard would be a great asset and we could use the current store cupboard in the main hall to store our filing cabinets, document boxes, and especially catering equipment, which, at present, has to be brought up and down stairs. Gill appealed for volunteers to help Robert in the garden.

All

11. Review of risk assessments completed (and actions taken since last meeting) – None.

12. Review of any entries in Accident/Fire Book – None. Books will need to be updated when they can be accessed.

13. Any other business

(a) Data Protection – Liz had now compiled a notice, which was distributed. She would slightly amend it after discussion and it would be available to hirers and displayed in the hall on the noticeboard. It was agreed that all regular hirers should receive an updated Contract of Hire with the Data Protection notice.

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(b) Website – Eric offered to make inquiries regarding a Village Hall website.

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14. Date of next meeting – The meeting closed at 12 noon, Date of next meeting: AGM – note change of date – Friday, 22nd June 2018 at 7pm, to be followed by a general meeting.

All