

**MINUTES OF EATON BISHOP VILLAGE HALL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 16TH OCTOBER 2024 AT 12.15PM IN THE
VILLAGE HALL**

PRESENT: Tim Coleman (Chair) TC
Moe Netting (Secretary) MN
Eileen Sims (Treasurer) ES
Meryl Cain (Social Media and Marketing) MC
Phil Davies (Caretaker and Maintenance Team) PD
Ricky Lambeth (Maintenance Team) RL
Mick Netting (Vice Chair and Maintenance Team) MDN
Clive Harper (Maintenance Team) CH
David Darts (Gardening Club Representative) (DD)
Mary Kimber (TeamEB/PCC Representative)

WELCOME

TC welcomed everyone to the meeting.

APOLOGIES FOR ABSENCE

There were no apologies.

MINUTES OF THE PREVIOUS MEETING

Everyone confirmed they had received a copy of the Minutes from the last general meeting and these were duly signed.

MATTERS ARISING

There was one matter arising. TC had not contacted the lady in Clehonger yet to organise a visit for her to advise on any necessary improvements we should make to the kitchen from a foods standards point of view. It was agreed that he would obtain some dates from her so that members of the Committee could meet with her.

ACTION TC

FINANCIAL UPDATE

ES informed the Committee that up to Sunday 13th of October there was £57,012.18 in the bank. Interest earned was £495.23. Income was £27,865.21 with expenditure of £4945.36. The balance of Grant Funding was £27,630.47.

TC had been contacted by a company that provided advice to village halls on how to maximise their funds. ES confirmed that she always ensured that the Hall's funds benefitted from the best interest rates. It was agreed to remain with the same bank.

MAINTENANCE UPDATE

MDN presented the maintenance report.

East Wall Insulation – Work on this would start on Monday 6th of January for approximately 3 weeks. This was with the proviso that the recent Asbestos inspection was satisfactory. Prior to work commencing there was preparation work to be carried out by the Maintenance Team ie removal of blinds, pictures, chairs etc. The Village Hall Insurers had forwarded a list of questions that they wanted answered prior to commencement of the work. During the period of the work a member of the Committee would visit the Hall every day to check on progress. MDN confirmed that the regular users had been informed that the Hall would remain closed for the duration of the work.

Automatic door repair – the door opening mechanism was recently damaged. According to the Record Service Engineer who attended the initial wall fixing screws used had been inadequate. RL was composing a letter to send to GB Adaptations, the company responsible for the installation.

Fire protection for the electrical cabinet – the 5-yearly electrical inspection carried out earlier this year identified an issue with the electrical cabinet adjacent to the front main entrance door. The cabinet is constructed from a combustible material and located directly adjacent to a fire escape route. This had been raised as a C3 item, which the Hall's insurers insisted had to be addressed. CH and MDN had begun work on lining the cabinet with fireproof material. This would be completed within the week.

Hot water dispenser – This had been purchased together with a new kettle. It was hoped to commence installation of this on Saturday 19th of October. MK enquired where the dispenser would be positioned and raised some concern over losing some of the kitchen work surface. It was agreed to disconnect the dispenser during the Curry and Quizzes and the Christmas Lunch.

Smart meter installation – RL confirmed that SMS should attend on Friday 25th of October to replace the electricity meter with a smart meter.

External light setting – the settings on some of the external lights had needed to be checked. The storeroom fire escape lights had been checked with adjustments made to one. The light on the lower step also needed to be checked as it was staying on too long in the mornings.

FUTURE PLANS TO IMPROVE THE HALL

TC had drawn up a list of things that could improve the Hall and asked the Committee to look at them and determine which of them should be prioritised for future projects ready for discussion at the next meeting. TC enquired when the Hall could apply for a further grant. MN thought it was one application per year but she would check.

ACTION MN

The suggested improvements were -

- Garden area
- Sanding floor in main hall
- Improvements to the Jubilee Room
- Changes to the kitchen
- Marking and repointing of disabled parking bay
- Repointing of village hall rear wall
- Solar panels

ACTION ALL

CHRISTMAS PLANS

MN enquired if the Committee was agreeable with holding a Mulled Wine and Mince Pies event again this year to thank volunteers. Everyone was happy to repeat this and Monday the 9th of December was agreed. Likewise everyone was keen to have a Christmas evening meal again at Food For Thought. MN would arrange a date with the proprietor.

Decorations – Wednesday 27th of November, after the coffee morning, was agreed for putting up the Christmas decorations. They would need to be taken down prior to work commencing in the Hall and this was agreed for Tuesday 2nd of January 2025.

The question was raised whether Julie would be holding a lunch again for the Coffee Morning Regulars. A suggested date of 18th of December was put forward. This would need to be confirmed with Julie. MN reminded the Committee that raffle prizes were needed for the Christmas Market draw.

COMMUNITY FIRST VILLAGE HALLS MEETING

MN, MDN and RL had attended a Community Halls meeting at Holme Lacy Hall. It was interesting to note that all the Halls present who had put on film nights agreed that it was not worth it as a fund raising event. Holme Lacy had a bar which they opened each Friday and made a lot of money from it.

Richard Timney pointed out that the Eligibility Statements for Committee members should be completed each year. He recommended that all policies were reviewed every two years. He was able to provide sample policies for anybody that wanted them particularly Disciplinary Procedure for Trustees, which he felt all Committees should have in place. MN handed out Eligibility Statements which the Committee completed.

One interesting point was that if an event was being held that warranted the organiser to be police checked the Committee was not entitled to see this document. However, the organiser would have to complete a statement confirming that they had a satisfactory DBS check in place to be kept by the Committee.

WORKSHOPS

MC informed the Committee that the next art workshop on the 3rd of November would be the last this year. Next year she would attempt to obtain funding to hold further workshops. The aim was to keep the cost low to make the workshops attractive to as many people as possible.

MC had organised two coach trips this year part funded by the Coffee Morning takings. There were no plans to organise a Christmas shopping trip this year.

ANY OTHER BUSINESS

Bookings Calendar – RL raised this issue. There was some confusion on how many calendars were currently in operation. MN confirmed that on occasion events she had entered on to the Village Hall calendar on her tablet did not transfer onto the calendar on the Village Hall website. MC had three calendars on her tablet. This was causing some confusion. It was agreed that all calendars in use should feed through to the Village Hall calendar. He recommended that those Committee members involved with the calendar should each have one calendar on their tablet that fed directly into the Village Hall calendar. This would avoid any events being inadvertently omitted. He would look into how this could be improved.

ACTION RL

The meeting was closed at 1.30 pm.

DATE OF NEXT MEETING – To be confirmed.

Signed: _____

Date: _____