

Standish Village Hall Management Committee
Minutes of Meeting held at Standish Village Hall
On Wednesday 14th October 2015

1.Present:Nigel Mattfield; Keren Mattfield; Pam Simonett; Ian Richens; Stanley Dicker; Gerald Hartley; John Simonett; Den Smith

Sue Hartley and Ruth Smith (observers)

Apologies: Maree Stephens; Mike Stephens

2.Appointment of Officers and proposals for recruitment:

Nigel Mattfield was re-elected Chair and Keren Mattfield Secretary. Gerald Hartley indicated his willingness to take over as Treasurer and was unanimously elected. Pam Simonett confirmed that she is willing to continue as Lettings Secretary. Happily the Committee is up to full compliment

3.Minutes of previous meeting and matters arising;

Minutes of last meeting were approved and signed. Matters arising are dealt with elsewhere

4.Maintenance Report

The work to the roof, following reports from the tenants of ingress of water, has been carried out at a cost of £200 plus £375 for the cherry picker. It was discovered that the chimney was not capped. 2 vents have been installed 1 in attic and 1 in small end of hall. NM will make the frames for them **ACTION:NM**

It was discovered that there was thick ivy in the chimney which may die back but needs to be kept an eye on.

IR did not consider there was any further urgent work but he will look at what needs doing next when finances permit He will also check that guttering has been put back **ACTION:IR**

SD reported that Mrs Prosser has told him that the outside lights do not come on at the corner nearest her. NM says they are switched off as they are part of the downstairs circuit and we cannot expect the tenants to pay for them. Battery outside lights were suggested but it was feared they would be activated by waving trees. Should we ask the tenants if they would agree to pay for them? Meeting room is also on downstairs circuit. We should try and get a price for putting outside lights and meeting room on our circuit. **ACTION:IR**

There is no emergency lighting in meeting room- see under item 10 below

5.Marketing/website

It was agreed we should continue with marketing brochure and when it's ready discuss distribution. PS pointed out that it is not the Standish villagers who make the bookings for the hall so we definitely need to market locally Price obtained by SD for printing was £60 for 200 and £77 for 300 This was considered very reasonable Well Done Stan!

Continuing with present set up of website not a good idea as it is too complicated. The main use is for bookings. Sue Hartley has suggested the name of someone who may be able to help us at a reasonable cost NM to follow this up (This has been done and discussions are ongoing with Peter Richardson but JS has since made other suggestions which he is following up) **ACTION:NM/JS**

6.Fundraising/grants

Sue Hartley has information about a source of grants for assistance with secondary glazing. This info will be put on circulation by NM and discussed at next meeting **ACTION:NM/KYM**

7.Housekeeping/cleaning

Heather has been dealing with the cleaners PS will take over liaison with them and will get contact details from Heather. The paintwork on the staircase needs cleaning. PS will also take over as loo roll monitor!

ACTION:PS

VH network say chairs should not be stacked higher than 6 and must have backs facing towards the hall NM will add to risk assessment **ACTION:NM**

SD is continuing with inventory but finding it hard going He will continue **ACTION:SD**

8.Future events and review of BBQ

The BBQ was successful and it was agreed to run it again next year but it was not as well attended as the year before.

We need a winter activity such as a quiz night but felt it should be more fun than just a quiz JS to be our new social secretary and to bring suggestions to next meeting. **ACTION:JS**

Confirmed there will be no New Year's Eve party this year but there would be a Christmas drinks party for the committee

9.Village Hall Planner/Review of Policies

NM to e mail Village Hall manual to new members Gerald and John
Tenants' rent is due for review Committee agreed there should be no increase
Trustee changes are due to be reported to En trust and the Charity Commission

ACTION:NM
ACTION:NM/KYM
ACTION:KYM

10.AOB

DS reported that people are not putting things away PS reminded him to be firm with people and tell them they are supposed to leave the hall as they found it

Do we need trolley for table tops? It is cumbersome and heavy and takes up a lot of room. Agreed to get rid of it and fix up a chain to go around them

SD suggested we offer the trolley back to the people we bought it from NM will find out who that was and SD will phone them

SD still concerned about emergency lighting Electrician to look at it

NM to contact Gerald about changing signatories with bank and handing over the accounts

ACTION:NM
ACTION:NM/SD
ACTION:NM/IR

ACTION:NM

Meeting with Parish Council

KYM reported on the meeting with the Parish Council which was thought to have been useful.

Present were Nigel Mattfield, Keren Mattfield, Maree Stephens, Stan Dicker, Graham Stevens and Sue Hartley

NM explained that the Committee would like to find ways of improving communication between the Village Hall Committee and the Parish Council as there had been occasions lately where the Committee had read things in SPAN and felt they were undermined eg the suggestion in SPAN that constructing a new village hall was being considered. GS confirmed that this was just a suggestion that had come from him but it was not being actively considered as it was now hoped the money could be used for a footpath from Stroud Green to Stonehouse. He understood that we could have been alarmed at reading this without prior warning. SD admitted that he may have been lax at liaising and this had sometimes caused problems. The example was given of when the WW1 commemorations were being considered and he was asked whether the Parish Council were planning anything and he was not able to give the committee any information even though it had already been discussed by the PC Subsequently we heard through another member of the PC who was on the committee at the time that nothing was planned. SD agreed that if he was to be an effective representative he would have to try to make sure he reported to us anything that was relevant to us. SH agreed to prompt him sometimes to make sure he realised he would need to mention any particular matters to us.

SH and GS were sorry to hear that we had found the attitude of the Clerk to be abrasive and unhelpful. She often did not respond to e mails. We also quoted the example of when we asked if the PC could use the meeting room instead of the hall as we had a martial arts group who wanted the hall every Thursday and we were afraid we would lose the booking. (as it happens the group were very co operative and offered to change to a different night on the weeks when the PC wanted the hall.) We had thought it was worth asking the question of the PC and were a bit taken aback that her reaction was unnecessarily abrupt and uncompromising in view of the fact that the PC do not pay to use the hall and these were potential paying hirees. It has since been explained to us why this was not really feasible and we accept the situation. NM also pointed out that we had received no contribution towards expenses since March. It was discussed that we should issue regular invoices and we would ask the new treasurer when appointed to put this in hand.

In the course of discussions NM mentioned that at some point we would like to install secondary glazing especially if we are to exploit the meeting room to its full potential. SH said that she had read in the district council newsletter that grants may be available for this purpose and would send a link to NM The website was discussed and SH said she knew someone who may be able to do the work required at a reasonable rate and would let NM have his details.

All in all it was considered to be a useful meeting and it is hoped will result in better co operation.

11.Date of next meeting

24th November 7.30pm