

Standish Village Hall Management Committee
Minutes of Meeting held at Standish Village Hall
On Tuesday 25th November 2015

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

Apologies: Maree Stephens; Mike Stephens

2.Minutes of previous meeting and matters arising;

Minutes of last meeting were approved and signed. The table trolley has now been emptied and can be scrapped

ACTION:JS/DS

Frames for vents not done Agreed to paint them without putting a frame around them.

ACTION:DS

3.Treasurer's Report/budget

Electricity bill is higher than it need be GH is investigating alternative suppliers. GH will also make enquiries about the insurance. GH would like to prepare a budget and will speak to IR about priorities The gutters have been repainted at the back and are plastic so they peel more readily than cast iron which is what they should be.GH will assess what we can spend. If we lose tenants funds would only last about 9 months (although the first aiders who hire the hall regularly have made clear that they would be interested in the lease if it was available)PS will calculate the expected income if the regulars book in again for the coming year. PS will calculate based on our financial year October- September rather than calendar year. Will e mail her estimate to GH

ACTION:PS

Is carpet cleaning regular expense? Yes needs to be GH will report each meeting how much in accounts PC will pay in future for hire of hall at local rates. GH will invoice clerk

ACTION:GH

4.Maintenance Report

Need to sort out inspection of wiring to include outside lights on our circuit

ACTION:NM/IR

IR has a list of 2 or 3 things that need doing when finances permit. He will liaise with GH. Confirmed that the building is now watertight. The ceiling downstairs is badly stained NM was to get paint but tenants have said they will do it. Needs stain block IR will get appropriate materials and see Rebecca

ACTION:IR

Electrical safety check is overdue

ACTION:NM

5. Lettings Secretary's Report/Village Hall Diary

Bookings are healthy Plenty booked in over Christmas in addition to usual classes Should we decorate hall for Christmas bookings? Just put Christmas tree up and decorate it PS agreed to buy tree lights

ACTION:PS

Where are the damask tablecloths? NM and KYM think Heather has them. PS will check with her

ACTION:PS

Everyone confirmed that they were happy that they could access the on-line calendar

6.Marketing/website

The spec for the website was agreed JS to compose a history page

ACTION: JS

Important to have a link to the diary on Home page

There should be a link to the PC website and a page for the SVH committee minutes

ACTION:NM

Brochure agreed but add e mail address for lettings.

ACTION:NM

Copies should go in Stonehouse Town Hall and downstairs but website address needs to go on it so cannot complete just yet. IR will contact Karen Anderson about domain

ACTION:IR

7.Housekeeping/cleaning

PS is now in touch with the cleaners who come every 2 weeks. KYM mentioned the stairs again as the paintwork up the stairwell is very grubby PS will ask them

ACTION:PS

JS recounted details of an accident with stairlift on a recent booking which has resulted in damage to the chair and the banister. Ian Cook caused the damage and has tried to repair the banister . He is accepting responsibility and can be billed for repairs. NM to arrange call out

ACTION:NM

8.Future events

PS and JS agreed to host a Christmas drinks party for committee and village stalwarts **ACTION:PS/JS**

Mike D'Abo would be prepared to do a two and a half hour show Cost would be around £250 This was considered worthwhile if we could get enough people interested. Should this be an event or a fundraiser? JS will talk to him about dates. Cost £10 pp including finger buffet? **ACTION:JS**
Mike also performs with a trio who are a lot more expensive. Should we have another summer event in the Court when they could perform?

Next year is queen's 90th birthday Sunday May 15th. Proposed to have a party Saturday 14th SD to speak to the PC who made a financial contribution last time we held this sort of celebration. **ACTION:SD**

GH would like to have a Big Band event and will investigate cost to VH. This could be in Court or DS suggested in his garden This could be a fundraiser for VH and church **ACTION:GH**

9.Village Hall Planner/Review of Policies

NM needs to update the manual **ACTION:NM**
NM and KYM need to do charity Commission Return **ACTION:NM/KYM**

10.AOB

Suggested website domain name could be as now but **.org** instead of **.co.uk**

Should we increase hourly rate for lettings as there has not been an increase for a long time? GH will work out our hourly costs and investigate what other halls charge and report back at next meeting **ACTION:GH**

SD was very sorry that he will not be able to continue with the inventory because of his bad back but the Committee understood that this is a mammoth task and will be revisited at a later date

JS reported that Bonnie had reported damage to walls from blu tak which our conditions say should not be used anyway

Question was raised as to whether we should have a phone but it has previously been agreed as unnecessary. PC are no longer pressing us for wi-fi

Suggested grant for secondary glazing Probable cost £300 per window Also look at insulation NM and IR will check the roof and NM will consider grant **ACTION:NM/IR**

Risk assessment/Fire risk assessment needs updating NM will e mail Mike Stephens **ACTION:NM/MS**

11.Date of next meeting

3rd February 2016 7.30pm