**Standish Village Hall Management Committee**

**Minutes of Meeting held at Standish Village hall**

**On Monday 17th October 2016**

**1.Present;**

Nigel Mattfield (Chair) ;Keren Mattfield; Pam Simonett; Ian Richens; Gerald Hartley; John Simonett; Stanley Dicker; Maree Stephens; Mike Stephens; Den Smith

**Apologies:** none

**2.Appointment of Officers**

The committee members in office last year were all prepared to stand again and were duly proposed and seconded: Chair; Nigel Mattfield, Treasurer; Gerald Hartley, Secretary; Keren Mattfield, Lettings secretary; Pam Simonett. It was also proposed that a Vice Chair be appointed. Ian Richens was proposed by John Simonett and seconded by Keren Mattfield and unanimously elected.

Nigel Mattfield took the Chair

**3.Minutes of previous meeting and matters arising;**

Minutes of last meeting approved and signed. No matters arising not dealt with elsewhere on the agenda

**4.Treasurer’s Report** The treasurer had reported a healthy budget at the AGM and had nothing to add. Accounts attached to minutes of AGM

**5.Maintenance Report**

Ian handed around copies of details of suitable new heaters for the small end of the hall and proposed that the remaining one in working order replace the broken one in the large part of the hall. The new ones have integral timers. It was agreed to install them and see how they worked.

IR is also to speak to the electricians about the feasibility of putting all the heaters on a circuit timer to ensure they all switched off at night. **ACTION:IR**

SD raised the question as to whether we should have emergency lighting in the toilets. NM asked Mike to do an up- to- date risk assessment and then we would consider where emergency lighting was necessary.IR would then talk to the electricians  **ACTION:MS**

SD also said he had been unable to speak to RO about testing the smoke alarm but agreed to ring her to make arrangements MS confirmed that the testing needed to be done about once a month. **ACTION:SD**

GH has spoken to an architect and proposed that we look into doing shortening the handles on the windows so that we can install secondary glazing. The conservation officer would probably support this as it conserves energy.IR and GH to look into this. NM suggested may need extraction fan at same time which may solve the problem of the smoke alarm going off.IR thinks this may need listed building consent and will look into it **ACTION:IR/GH**

After discussion it was agreed to install a keysafe. It was emphasised the need to change the code on a regular basis. NM and IR will decide which one and arrange  **ACTION:IR/NM**

Agreed keys should be signed for in future

At next meeting JS to give us a refresher course on the working of the chairlift  **ACTION:JS**

**6 Lettings Secretary’s Report/Village Hall Diary**

Bookings are looking healthy. Much of the income due to the First Aiders

PS raised that there is sometimes an issue that the Bat Group want to book the hall when required by PC Agreed PC get preference

Carpets already looking grim again Discussed that if take up carpets and go back to floor boards, very noisy. The MS’s suggested Calmdean which is a kind of padded vinyl which absorbs sound. Carpet tiles also suggested so that soiled ones could be replaced. PS to investigate various possibilities and report back **ACTION:PS**

Concern expressed that any new flooring would be too noisy

Should we review charges? Agreed no need

**7.Marketing/website**

Website still going well JS confirmed Twitter account up and running and KYM maintaining Facebook page. Maree made several suggestions for more effective use of the FB page and offered to help KYM

**ACTION:MS/KYM**

Agreed to send brochures out with SPAN  **ACTION:NM**

Stan to arrange for printing of another 500 brochures  **ACTION:SD**

**8.Housekeeping/cleaning**

Still concern as to whether the cleaning is satisfactory and regular. We need someone to liaise. Maree will be our Domestic Service Co-ordinator! Needs to liaise with GH about payment  **ACTION:MS**

**9.Future events and Feedback**

After discussion, it was considered important that we persevere with efforts for social events. JS will try and come up with ideas by next meeting. Everyone to consider ideas.  **ACTION:JS/ALL**

**10Village HallPlanner/Review of policies**

Insurance review next year. Did not happen this year.

Tenant’s rent review due Agreed increase rent by 5%  **ACTION:NM**

Charity Commission Return due  **ACTION:KYM**

EnTrust return due  **ACTION:NM**

**11.AOB** None

**12 Date of next meeting;** Thursday February 16th 7.30pm