

**Standish Village Hall Management Committee**  
**Minutes of Meeting held at Standish Village hall**  
**On Thursday 25<sup>th</sup> May 2017**

**1.Present;**

Nigel Mattfield (Chair);Keren Mattfield; Pam Simonett; Gerald Hartley; John Simonett; Stanley Dicker; Mike Stephens;

**Apologies:** Ian Richens; Maree Stephens;

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

Minutes of previous meeting approved and signed.

Matters arising;

- Mike will remind Maree about PAT testing
- Table has been repaired
- One heater has been replaced
- GH and KYM spoke to tenant Present arrangement to continue
- PS found out cost of marmolian £18 psm NM and IR looked under carpet. Hardboard, therefore big job to remove carpet Stay with present carpet until horrendous and clean every year . July this year

**ACTION:KYM**

**3.Treasurer's Report**

Financially sound at present Ecotricity raised prices but still cheapest Gymball stopped but bill settled  
Current balance £8979

**4.Maintenance Report**

GH has spoken to conservationist who was ambiguous about the windows. After discussion it was proposed to leave the matter in abeyance for a year

Parish Council had asked us to consider installing a hearing loop Agreed we should look into it NM will find out how much it would cost and if grant available

**ACTION:NM**

Keysafe now in use

**5 Lettings Secretary's Report/Village Hall Diary**

Bookings healthy There is a wedding reception in August Hall booked for 3 days **Clean up** required prior to booking. **August 2<sup>nd</sup> from 10am.**

**ACTION:ALL**

**W/C 17<sup>th</sup> July** put request out for volunteers on Facebook, website and Twitter to help

**ACTION:KYM/JS**

NM will bring telescopic ladder

**ACTION:NM**

**6.Marketing**

Are PC aware they can post on Facebook page?

PC worried about fact website was temporarily unavailable as they have legal obligation to maintain one NM explained matter was actually outside our control.

We should post more photos eg PS to ask lady who has booked for wedding reception if we can use photos when hall decorated

**ACTION:PS**

JS can also use mail chimp now We should push this as only 25 people registered

**7.Housekeeping/cleaning**

Den Smith is unable to continue with caretaking duties JS and PS have been carrying out most of his duties for some time

Agreed we should have a rota and take on duties for one month showing people around and telling them how to use chairlift and keysafe then check hall next day PS to do a schedule of instructions

**ACTION:PS**

Pam will say who's on duty

Agreed change keysafe code once a year Outside light needed to see keysafe in dark and, maybe, simpler code

**ACTION:NM/IR**

Broken jug will be replaced Injured finger to be reported in accident book

**ACTION:GH**

**8.Fire Risk Assessment**

MS has given NM suggested names MS confirmed it needs to be done but by someone insured to do it

Cost £200-500 If it uncovers a vast amount of work needed, ask them to prioritise

**ACTION:NM**

### 9.Future events

Music Evening now proceeding Sunday 9<sup>th</sup> July 5.30pm Band will start at 6.30pm Band have a cancellation fee of £100 If weather bad they think they can get their equipment up to the hall We will ask ERFA if we can put any surplus chairs in their storeroom Costs include TEN £21 Food for band £30 If there are any surplus funds we will give them to the band

Publicity;

- SPAN June and July
- Stroud News and Journal and Citizen
- Radio Gloucestershire
- Mailchimp
- Website
- Facebook and Twitter
- Posters and flyers
- A-Frame(NM to give to JS before holiday)

All to say tickets available from PS or JS through website or phone

Graham Evans to remove brambles MS will speak to him

Clear up Jason's yard **11th June 10am** (apologies- KYM and NM)

Put marquee up **8<sup>th</sup> July 11am**(apologies- KYM and NM)

Put on Facebook and Twitter that volunteers required \*

MS will carry out Risk Assessment

Could we ask police for a SLOW sign?

**ACTION:JS/KYM/NM**

**ACTION:MS**

**ACTION:ALL**

**ACTION:ALL**

**ACTION:MaS/KYM/JS**

**ACTION:MS**

**ACTION:JS**

### 10 Correspondence

- Letter from Speaker of House of Commons Not interested
- Letter from Barbara Pond Not appropriate for us

### 11.AOB

- Need emergency lighting in ladies loo **ACTION: IR/NM**
- SD cannot do smoke alarms-too high or no-one d/s In future SD to contact NM or JS when doing. MS suggests ask risk assessment guy how often they need to be tested
- SD wants to make outhouse waterproof . NM –not worth money as good for nothing
- GH concerned main light takes ages to come on Will change bulb
  - We should have party for Den. Date suggested **2<sup>nd</sup> September** Need to arrange this with Kate NM KYM PS and JS will get together and sort something out **ACTION:JS/NM/KYM/PS**
- Notice Board has out of date list of Committee members Also do we need to review handbook? **ACTION:KYM**

**12.Date of next meeting: 21<sup>st</sup> July 2017** BBQ at Crowcumpill 5.00pm onwards

\***Maree** Could you put a post in Facebook a week or so before as I will be in Greece? Thanks