

Standish Village Hall Management Committee
Minutes of Meeting held at 3 Crowcumpill Cottage
On Friday July 21st 2017

1.Present:

Nigel Matfield (Chair); Keren Matfield; Pam Simonett; Gerald Hartley; John Simonett; Stanley Dicker; Mike Stephens; Ian Richens

Apologies: Maree Stephens;

Guest: Sue Hartley

2.Minutes of previous meeting and matters arising;

Minutes of previous meeting approved and signed.

For matters arising not covered on this Agenda nor discussed, see addendum to these minutes for matters to be carried forward to next meeting or decided by e mail

3.Treasurer's Report

Treasurer confirmed accounts provided adequate resilience against losing tenants

- Income £9500 year to date
- Expenditure £6500
- Balance of accounts £8358

4.Maintenance Report

- All heaters now working
- New fire extinguisher is CO2

5 Lettings Secretary's Report/Village Hall Diary

Bookings still healthy.

The car for sale has now been removed from the car park but there is still a problem with residents of the court parking there and both the downstairs tenant and the most frequent hall user have complained that there are sometimes insufficient spaces for their clients. JS will make some temporary markings to see if white lines would be feasible

ACTION:JS

Check lease and if necessary obtain permission of diocese to erect a sign in the car park **ACTION:KYM**

6.Housekeeping/cleaning

- Spring clean to go ahead 2nd August NM to do email(done)
- Carpets to be cleaned Thursday 27th Windows will be left open
- Key box in use Simplify number to 0561
- Rebecca to buy J cloths etc

ACTION:IR

7,Music Evening

Great success. Thanks due to Gerald and John for co-ordinating all the hard work. All feedback positive. Query-are two loos sufficient? Long queues in interval. Suggested in future advise assembled company that visits to loo should somehow be staggered. Discuss on any future occasion.

88 people turned up on the day. Could be a problem with car parking if we have any more than that

- Income from tickets £440
- Income from sponsorship £100
- Band were paid £350. They asked for £400

After discussion agreed that as they were only paid £200 last year we should pay them £50 more than they asked for

8.Grass Cutting

Parish Council have asked us to contribute to the cost of grass cutting. Agreed that while we are in funds we should do so. Contribution £60 (3 cuts per year £20 us and £30 PC)They hope first cut will be before the wedding at the beginning of August

9.Fire Risk Assessment

We probably have to accept the recommendations but Mike has some queries which he will discuss with the author of the assessment and get back to NM (done)

Following points raised at meeting:

- Can't see sense of emergency lighting in ladies toilet although it has been recommended in FRA
- Change to LED's? IR to investigate

ACTION:IR

- Each letting need to do their own FRA and should so be advised Need second sheet on booking form **ACTION:JS/PS/KYM**
- Could we have one test switch for emergency lighting? **ACTION:IR**
- Only one smoke detector needs to be tested at a time and this does not need to be a different one each time **ACTION:SD**

10.AOB

- Mail chimp Only 26 people signed up Need to promote it more prominently **ACTION:JS/NM/KYM**
- All members agreed to remain on committee at AGM

12.Date of next meeting: AGM October 19th SVH 7.00pm

Addendum carried over from last minutes

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**

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