

Standish Village Hall Management Committee
Minutes of Meeting held at Standish Village Hall
On Tuesday 13th February 2018

1.Present:

Nigel Mattfield(chair); Keren Mattfield; Gerald Hartley; Pam Simonett; Ian Richens; John Simonett; Maree Stephens; Mike Stephens.

Apologies: Stanley Dicker.

2.Minutes of previous meeting and matters arising;

Minutes of the meeting on 19th October were approved and signed

- Sign for car park has now been obtained and NM will find a way to put it up without screwing it into the wall
- There were no other matters not covered on the agenda

(Minutes of the special meeting on 28th November referred to in paragraph 7 below were approved following the meeting and signed)

3.Treasurer's Report

Treasurer circulated a note of Income and Expenditure.

- No cause for concern at present provided tenancy of offices proceeds.
- Total balance of Current and Reserve accounts as at 13.02.18 , £7601.15

4.Maintenance Report

- I. There have been problems with the heater in the room behind the kitchen. The socket has overheated and started melting which appears to be as a result of the decorators plastering up to heater and not allowing airflow. Appropriate action taken. As this did not cause a trip out, the trips have been checked and found to be working.
- II. Following recent comments from the Parish Council and difficulties experienced by members of the committee in closing the double doors, close examination of them revealed they would be difficult or impossible to raise so that they fold properly and they are in any case too heavy for the fittings holding them. 2 options available for the internal core. The one providing the best soundproofing to be considered. Each door will be on castors. No figures yet. Estimate £2-2,500 Committee authorised NM and IR to decide based on above criteria **ACTION: IR/NM**
- III. NM has been looking into hearing loop. Church paid £3000 Meeting consultant this week for a survey. Looking into grants. NM will e mail Committee the details **ACTION: NM**

5. Lettings Secretary's Report

Bookings still trickling in. ERFA are still using the hall and there are still quite a few regular lettings

- GH to liaise with PS over payments as she does not know when hirees have paid **ACTION: GH**
- Following comments from users, screen to be replaced at a cost up to £150 **ACTION: JS**

Housekeeping /caretaking discussed at this point and the brought forward matter of a rota. JS and PS have in effect been acting as caretakers and we are grateful to them for that but we will now proceed with a rota as previously suggested so that we all take it in terms.

- PS to prepare a checklist of what needs doing and a rota(**now done-thanks Pam**)

6.Website

There are some bits that need updating eg link to Rebecca and reports of long gone events **ACTION:JS**

7.Draft Lease

At its specially convened meeting on 28th November 2017, the Committee considered the written advice of the solicitor Andrew Raistrick of Christopher Davidson Solicitors and agreed to proceed with the sub-lease of the downstairs offices on the basis that not to do so would be contrary to the interests of the residents of Standish as the Village Hall would not otherwise be financially viable and could not be sustained. The secretary informed the committee that a draft lease had been prepared and the committee authorised the secretary and chair to agree a final copy and proceed to execution and resolved that it had complied with its obligations under the Charities Act on the following basis;

- The proposed tenants provide a valuable service, albeit on a commercial basis, for the education and wellbeing of the community.
- Ash & co have confirmed that the terms of the proposed sublet are the best that can be reasonably obtained.

- The village hall cannot survive without the income from the offices and would cease to benefit the residents of Standish

The Committee confirmed its view expressed at the previous meeting that as soon as possible a new scheme should be devised in consultation with the Charities Commission and then the lease should be vested in the Official Custodian. The secretary confirmed that Stephen and Linda Harrison had agreed to be appointed Trustees until such time as the lease was vested in the Official Custodian

8. Data Protection new regulations

The Secretary advised the committee that there are new regulations that will affect us and that come into effect in May 2018. The main points are;

- Committee members are Data Controllers
- Data is any information that relates to an identifiable individual including photos
- We can capture data through eg
 - i. Hall hire agreements
 - ii. Financial payments to treasurer
 - iii. Volunteer information
 - iv. Publicity and marketing photos
- Need to consider reasons, method and procedures for keeping personal information
- Need to identify 'lawful basis' for processing the data ie managing the hall
- Best practice to prepare a 'Privacy notice' advising people why we need the data, how we handle it and that we do not share it with anyone
- In the case of photos need to obtain consent to take them and advise where they will be used
- Need password protection for all devices
- Need to prepare policies and procedures

Discussed that we should have a privacy notice to go out with hire forms and should put up a notice and make an announcement at all social events if photos are to be taken.

- Mike Stephens to prepare the privacy notice and the policy for next meeting
- KYM to send him info and sample notices

ACTION:MS.
ACTION:KYM

9.see5

10.Letter from Parish Council(attached)

- Consider again possibility of secondary glazing. GH to investigate **ACTION:GH**
- Freestanding hot air heaters suggested. IR concerned about freestanding. Try them out at cost of £75. Mike will purchase one to try out **ACTION:MS**
- See item 4.11 about double doors and 4.111 about hearing loop
- KYM to reply to clerk **ACTION:KYM**

11.Future events

- Social 18th May. Query combine with performance by Gerald's quintet?
- Summer BBQ? July

ACTION: JS

12.AOB

1. Keren had received an e mail from Sue Hartley, Parish Council Chair, asking if we would like to help in organising an event to mark the centenary of the Armistice in November. She suggests this might take the form of an exhibition with photos and stories of local people who were involved in the First World War or possibly find out information about some of the men named on the memorial. She thinks we may have some innovative ideas!
 - JS to co-ordinate. **ACTION:JS**
 - Everyone to pass their ideas on to him **ACTION:ALL**
2. The Church is raising money to restore the Winston Memorial in the church and needs in excess of £7500 Not felt we could give a donation as such but would support the project individually and/or assist with any fundraising projects
3. Anyone interested in attending the Village Hall Network Annual meeting? No.
4. Stan has mentioned again the stacking of the chairs-not more than 5 deep. JS to do a laminated photo **ACTION:JS**

13.Date of next meeting May 8th 7pm