

**Standish Village Hall Management Committee**  
**Minutes of Meeting held at Standish Village Hall**  
**On Tuesday 8<sup>th</sup> May 2018**

**1.Present;**

Nigel Mattfield(chair); Keren Mattfield; Gerald Hartley; Pam Simonett; Ian Richens; John Simonett; Jackie Knights; Den Smith.

**Apologies:** Stanley Dicker.

Following the departure of Maree and Mike there were 2 vacancies on the Committee. Den Smith was co-opted and joined the meeting and was welcomed.

Jackie Knights was also welcomed. She will be attending with Stan Dicker or in his place if he cannot attend to represent the Parish Council

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

Minutes of the meetings on 13<sup>th</sup> February and 15<sup>th</sup> March were approved and signed

- The free standing heater is in the kitchen under the sink
- There were no other matters not covered on the agenda

**3.Treasurer's Report**

- Expenditure high and showing a deficit over the year because of expenses on lease of downstairs offices.
- Total balance of Current and Reserve accounts as at 06. 05. 18 , £8207.49.

**4.Maintenance Report**

- Hearing loop quote £800 plus cost of extra equipment. Looking into grants. Apply November NM to continue investigating **ACTION: NM**
- Car park signs now in situ
- Parts of hall need repainting. Cost likely to be £130 per day. IR will talk to decorator Suggest a bit at a time when hall quiet **ACTION: IR**
- Folding doors repaired so that they slide and close easier. There is a mismatch of paint .
- 2 new radio mikes purchased No lapel ones necessary for now

**5. Lettings Secretary's Report**

Bookings still healthy.

- ERFA are using the hall often Need to check that they are booking and paying every time. Have borrowed chairs and left them downstairs NM to speak to them **ACTION: NM**
- Suggested PCC and PC have key to stairlift. JS to instruct them in its use **ACTION:JS**

**6.Lease of downstairs offices**

ERFA have now approved draft lease and it is with GDT. Hopefully all going through now

**7. Data protection new regulations**

- Policy and privacy notices adopted
- Agreed no names to go in diary on web and history to be deleted
- Old documents to be destroyed
- GH and PS to get together to agree processes **ACTION: PS/GH**
- NM to send out instructions on how to get onto/stay on Mailchimp **ACTION: NM**

**8.Housekeeping /caretaking**

- Rota working out OK Den to be added. IR can't do 4/9-27/9
- Supplies now in cupboard under the stairs Disposable gloves and kitchen paper needed **ACTION: NM**
- List of what's in there to be put on back of door
- List of caretaking duties to go up somewhere
- Need new cleaner. Lucy not continuing NM to ask Sarah **ACTION: NM/KYM**
- NM cut grass at front JK confirmed it is part of Parish's contract. Grass due another cut

### **9.Future events**

- Armistice Commemoration organised jointly with PC Sunday 11<sup>th</sup> May Tea party and exhibition  
Cakes to be donated **ACTION:ALL**
- After discussion it was decided to leave Jazz Evening until next year. It was not felt there would  
be enough support for a summer BBQ
- Social 18<sup>th</sup> May. JS to send out another e mail **ACTION: JS**

### **10.AOB**

- Do we need a ramp for front door step? Try the ramp from upstairs **ACTION: JS**
- KYM to speak to Parish Clerk about joint Facebook page **ACTION: KYM**
- Suggested joint flyer Village Hall, Parish Council and Church to be delivered to new houses KYM  
to contact Stephen Harrison NM to draft something **ACTION: NM/KYM**
- KYM to send letter to Mike and Maree from committee **ACTION: KYM**
- Appeal at PC Annual Meeting for new committee member **ACTION: NM/KYM**

### **11.Date of next meeting**

BBQ at Crowcumpill Friday 20<sup>th</sup> July from 5.30pm