

## Minutes of meeting of Standish Village Hall Management Committee

Held at Standish Village Hall on Thursday 28<sup>th</sup> November 2019

Before the commencement of the meeting NM and IR demonstrated the new equipment following the installation of the hearing loop. New microphone likely to be more user friendly. IR also indicated to the Committee, the areas of décor in the hall that need attention.

1. **Present:** Nigel Mattfield(Chair); Keren Mattfield; John Simonett; Pam Simonett; Ian Richens; Richard Flaxman; Alison Widgery

**Apologies:** Terry Hefferman

### 2. Minutes of previous meeting and matters arising

Previous minutes were agreed and signed

- NM/PS/JS still to update collages **ACTION:NM/PS/JS**
- NM and AW to liaise with each other about plan of action for bees

**ACTION:NM/AW**

### 3. Committee responsibilities

NM was concerned that JS/PS were getting called upon to deal with all manner of things that should not necessarily be their responsibility

- NM to put up notice of committee responsibilities **ACTION:NM**

### 4. Treasurer's report

- Healthy balance £18800
- Balance creeping up through rent and hirings therefore can proceed with programme of maintenance and improvements
- Unusually there has recently been one bad debt Seems to be resolving itself

### 5. Maintenance Report

- Fire Inspection raised the following issues;
  - i. 7 emergency lights did not stay on for one hour. Electrician Lee quoted good price for new LED lights Total £150Agreed **ACTION:IR**
  - ii. 2 litre CO2 extinguisher needs 10 year test and 6litre foam needs 5year discharge test Cheapest quote from Safelines who will provide both for £52.80 Agreed **ACTION:IR**

- iii. Smoke detectors have passed working test but some appear to have passed their recommended replacement date. IR will report back **ACTION:IR**
- Date for replacement of attic window has now had to be put back as official notification of UBB grant delayed
  - Date for commencement of secondary glazing also delayed for same reason. IR obtaining another quote in readiness. IR seeking an extension to expected completion date for both projects of March 2020. The Committee expressed concern that another winter's heat will be lost
  - Hearing loop has been installed(see above)
  - Agreed to redecorate the hall following the installation of the secondary glazing. IR to get quotes in early spring 2020 **ACTION:IR**
  - Faulty heater in main hall has broken element. Not worth repairing. New one with remote control £240 to be installed in meeting area **ACTION:IR**

#### 6. Letting's secretary's report

Lettings consistent.

- Several family celebrations booked in for Christmas period JS and PS will put some Christmas decorations up **ACTION:JS/PS**
- JS to check GRCC website to confirm details up to date **ACTION:JS**
- Broadband not that fast Cost £35 for first 18 months JS will find out whether VH can be joined **ACTION:JS**

#### 7. Parish Council Report

- The bulbs have been planted and agreement reached to share the cost
- AW updated the Committee on the proposed Safe and Sustainable transport link from Stroud Green to Horse Marling Lane. It is hoped it will proceed
- AW was unable to provide any further information on official notification of outcome of grant applications. UBB now decommissioned and handed over to Urbaser who need to approve grants. There is a time limit on spending the grant money but this will have to be extended if work cannot be commenced soon especially with Christmas intervening

- The PC have declared a climate emergency and are hoping to give a lead to local organisations.

## 8. Housekeeping

- JS will do a new rota effective from January. **ACTION:JS**
- KYM is on duty over the Christmas period and there are several family parties NM will assist

## 9. Review of policies

- **Equal Opportunities Policy**

AW had suggested an alternative to the existing policy and this was considered and adopted

- **Child Protection and Vulnerable Adults Policy**

- Alison Widgery to replace Maree Stephens as committee member responsible
- KYM to check the Safeguarding Vulnerable Groups Act 2006 and suggest suitable wording for its inclusion in the policy

**ACTION:KYM**

- **Complaints Policy**

Reviewed and accepted with one amendment

- **Environmental Policy**

Several substantial amendments were made to this policy and the following actions agreed:

- A new notice to be posted on the outside of the door to the hall to remind users to turn off all the lights **ACTION:JS**
- Copy of up to date bus timetables to be posted **ACTION:NM**
- Notice reminding users to take home their waste and recycle it to be posted by bins **ACTION:KYM**

- **Health and Safety Policy**

- NM to report back to next meeting **ACTION:NM/KYM**
- RF to check terms of Public Liability insurance **ACTION:RF**

- **Finance Policy**

NM handed RF a draft policy which he will consider and discuss with NM if necessary. They will report back to next meeting

**ACTION:RF/NM/KYM**

## 10. Website/Facebook/Publicity

- Committee agreed no further publicity needed as lettings are steady
- NM, KYM and JS to have meeting with Peter at a cost of £30 per hour to discuss a news and events (Whats ON) page and how this would tie in with present Upcoming Events facility. This may be something PC may also be interested in **ACTION:NM/KYM/JS**
- Discussed whether automated booking would be suitable for our hall. Present system works well and committee did not want to change it
- NM wants committee to consider if we need to put information on website detailing our facilities and equipment and access to them in the event that the hall was needed as a Place of Safety in an emergency.

## 11. Future events and past feedback

- No events planned at present
- Feedback from quiz night good Donation of £57 made to Children in need

## 12. AOB

- AW agreed to keep a set of keys for use in emergencies as she lives closest to the hall
- Sue Hartley has alerted Committee to the fact that Standish water not fit to drink at present without being boiled first
  - i. No-one on the committee was notified. RF as bill payer to contact GCC **ACTION:RF**
  - ii. ERFA to be notified NM will do e mail **ACTION:NM**
  - iii. JS will notify hirees. Provide bottled water? **ACTION:JS**
  - iv. Should we consider changing supplier?C/F **ACTION:KYM**

## 13. Date of next meeting February 20<sup>th</sup> 2020