

Minutes of meeting of Standish Village Hall Management Committee

Held at Standish Village Hall on Thursday 20th February 2020

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

Apologies: Richard Flaxman(for late arrival)

2. Minutes of previous meeting and matters arising

Previous minutes were agreed and signed

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

3. Maintenance Report (was item 4 but RF will come when he can)

- Work carried out December and January
 - i. New heater in Committee room, existing one moved into hall
 - ii. New smoke alarms fitted where necessary
 - iii. One CO2 and one 6litre foam fire extinguisher replaced
 - Quotes for secondary glazing
 - i. B Griffiths **£11,100 plus VAT** – double glazed byfold
 - ii. Adams & French **£ 9,597.60** +fitting approx **£1,600** – double glazed pin hinged
 - iii. Barry Hunt Windows **£6,392 plus VAT** – single glazed sliders
- Cheapest also considered most suitable as sliding windows likely to provide a better seal. Unanimously agreed to accept Barry Hunt.

Lead in period- 6weeks Work must be done and invoiced by 31st May or grant lost. Contractor will do work in 3 hits and should therefore be able to work around lettings **ACTION:IR**

- Fire Inspection by Paul Bird, Fire Safety Officer of Gloucestershire Fire and Rescue Service carried out on 23rd January and his response has been recorded in the Fire Logbook.

His letter stated: 'I am pleased to advise you that, at the time of the visit, a satisfactory standard of fire safety was evident'

IR had been able to source new extinguishers and other equipment as above at a fraction of the cost previously quoted and NM congratulated him on a job very well done.

The screens and whiteboards are not to be stored in the stairwell at the rear as this is a fire exit. They had been moved once then someone put them back down there. (NM moved them again at the end of the meeting.)

Smoke alarms should be tested weekly IR will ask Richard Thomas from ERFA to do this **ACTION:IR**

Emergency exit lighting should be tested once a month JS will do this **ACTION:JS**

NM expressed his thanks to Ian on behalf of the committee for all his hard work

4. Treasurer's Report (Many thanks to Richard for coming straight to the meeting after a hard day)

- Bank balances Current account:£ 1,792, Reserve account: £16,529, Total:£18,321

- Key payments since last meeting

£1,756 paid for hearing loop and audio equipment.

£520 paid for repair of attic window to be recovered through UBB grant

- RF to check limit of Public Liability Insurance and put up up-to-date certificate **ACTION:RF**
- RF to consider Finance Policy for next meeting **ACTION:RF**

5. Letting's secretary's report

Lettings consistent. HFT have already made 19 bookings for trainings this year and next

6. Parish Council Report

- **Stan Dicker's Commemoration Tree Planting Event** The Poppy collection raised £10. The Silver Jubilee Plaque that was discovered now installed (by TH) by the relevant tree on the Village Green.
- The Horsemarling Bus stop is now up and running.

- **NDP update** Neighbourhood Development Policies are being finalised in line with developments in the Draft Local Plan before being presented for approval.
- **Safe and Sustainable Travel Project** As part of GCC's developing new cycle and walking strategy, the S&ST group have been advised to propose a cycle route from Horsemarling Lane to M5 J12, separated from the B4008 along its full length. This has the support of Haresfield PC and Stonehouse TC.
- **UBB community liaison group update** Public Access Defibrillator (PAD) will be purchased through ERFA who will provide training ASAP for all those who wish. SH and other PC members would like to meet with VHC members to decide where on the VH it should be sited. NM and IR to meet with Sue Hartley **ACTION:IR/NM**

JS advised Committee that PAD cannot be used for incidents further than 200m from its site Also there is a funding scheme by the British Heart Foundation

PC would like to use the VH committee's preferred electrician - but would pay the cost of installation.

- **Climate Emergency** It is hoped to have a speaker on Climate Change for the **Annual Parish Meeting 26th March**. Standish PC are working with Stonehouse Climate Action Group and took part in the Climate Action Fair that was held to inform and support the local community.
- **PC Elections** will take place in May 2020.
- The PC have found a grant available for putting in a charging point AW will look into it **ACTION:AW**

7. Housekeeping

- **Water Supply** Notice has been received that Standish Water will no longer be delivering a water supply to households from February 2021 NM to contact Severn Trent to find out if they can supply us and the cost. **ACTION:NM**
- **Bees** NM and Aw have identified bees and the holes can be filled in. AW agreed to meet with Nigel Bowen to show him where she thinks the holes are. IR to book him for 1 day **ACTION:AW/IR**

- **Green door of outhouse** can't be locked IR to get Nigel Bowen to have a look with a view to proceeding according to his quote

ACTION:IR

8. Parking Issues

There was a recent unpleasant incident concerning parking at a Christmas event in the church. Jason Prosser who lives next to the church and village hall clearly has issues with parking by the hall and church users, especially if they park in Standish Court. JS has e mailed him in the past to try and find solutions but has had no response. He was invited to this meeting to discuss the issue but is away.

Some suggested solutions;

- signage such as
'Overflow parking under trees. No parking on roadway' and
'Private Property. Residents only' at entrance to Court. There is already a sign saying Private Property.
- Send parking guide to hall users
- Suggest mini bus hire, car sharing and double parking where possible
- Users to nominate a parking supervisor
- Lay hardcore or barrier matting on muddy areas of lane
- Fence off The Pound on big occasions
- Limit numbers using Church and Hall

Agreed JS to e mail Jason again and invite him to let us know if any of our proposals are acceptable or propose his own solutions **ACTION:JS**

KYM advised Committee that PCC still have problems on Friday morning when they use the Church. NM to remind ERFA that they agreed to put cones out on Friday mornings **ACTION:NM**

9. **Broadband** JS has checked with providers Giga Clear and there are no plans to run cables to the Village Hall or Standish Court. They will let us know if this changes AW to take up with Parish Council **ACTION:AW**

10. Review of policies/documents

Health and Safety Checklist

- There are no trailing leads now

- NM needs to check the Asbestos Survey

ACTION:NM

GDPR policy and Privacy Notice

- No Changes . Now in operation

Fire Risk Assessment

- Recently approved by Fire Safety Officer therefore no review necessary

11. Website/Facebook/Publicity

JS, NM and KYM recently had a meeting with Peter to add 2 new tabs to website, one for information about local events and regular happenings at the Village Hall and one for local news so that it is not hidden away on the Parish Council or village hall sections. It was hoped this would help to make the website effective as a local resource. The Parish Council have a 'parish news' section so KYM to contact Parish clerk to discuss so that there is no duplication or confusion as to where to find information.

ACTION:KYM

JS has started developing a new diary page so that it is accessible by others when JS and PS are away

ACTION:JS

Recent users have sent good photos of hall decorated for a party. KYM to have a go at creating a gallery on website

ACTION:KYM

12. Future events?

No events planned at present but committee members will give consideration

ACTION:ALL

13. AOB

RF How often is contribution tin emptied? Risk of theft. Will be emptied regularly in future

ACTION:RF

14. Date of next meeting May 28th 2020 sat 7pm