

St Margaret's Hall Management Committee

Minutes of Meeting

Friday 29 November 2013 1930

1. Present

Chris Bailward (Deputy Chair), Sally Collins, Vicky Franklin, John Macdonald (Chair), Keith Norman, June Wood.

2. Apologies

Gareth Cherry (Treasurer), Emilie Gordon, Maria Hawkins, Paddy Hughes, Jacqueline Pyne, Sarah Warren (Secretary)

3. Minutes

Previously circulated, signed.

4. Matters arising

Hallmark 1. A letter was received from the Community Council for Somerset (CCS) reporting on the Hallmark visit and was circulated to the members of the committee. Generally the Hallmark visitors were happy with our performance. There were a couple of points they raised, which the committee will address in the coming months.

Conditions of Hire. JM has now re-revised the Conditions of Hire document and circulated draft copies to those present with a request for all comments to be sent to him. This includes a new information sheet with a fire plan of the Hall. At present the Hiring agreement is a work in progress. Hopefully, the whole document will be complete for ratification at the next meeting. **Action JM.**

Decoration of Hall. The external shell of the Hall has been completely redecorated. The Lady Decorators did a comprehensive task fairly thoroughly. There was considerable damage to the wooden structure and during the painting Mark Kendall and Tony Pearson were requested to rectify the rotten parts of the wood. They did a good job at short notice and at a very reasonable price, which included scaffolding. During periods of inclement weather the decorators requested they complete internal parts of the Hall. JM authorized they paint the Kitchen. This has been completed. The breakdown of the costs for the work were the original estimate of £2992 for the painting of the exterior of the Hall. There was an extras bill, £616, for items such as the cost of Dulux Weathershield paint which was not quoted for in the original estimate plus some unforeseen items and items connected with the replacement of the wood. The replacement of the wood including the scaffolding was billed at £941. The bill for painting of the kitchen came to £348. (Total £4897).

Smoke Alarm. A Battery operated Smoke Alarm has been installed in the entrance hall.

5. Chair report

JM reports that in the past couple of months a fair amount of work has been done on the Hall. We can now safely say that the external structure of the building is watertight, the replacement of roof tiles and external painting having been completed.

On the 17th October He attended a network meeting of the Community Council for Somerset (CCS). Topics covered, amongst others, were Digital Communications and Funding. The communications talk was given by an executive of a communications company, who waxed lyrical about all sorts of wonderful products and procedures, none of which were practical for this Hall. An excellent talk was given by the funding manager of the Clarks Foundation, Lesley Hide, who gave hope that there was money available for various projects.

The talks were followed by the presentation of the Hallmark certificates. In the afternoon, He attended the AGM of the CCS and this was followed by a CCS projects showcase.

6. Treasurer's report

GC reported St Margaret's Hall continues to be in good financial health with the recent roof repairs, wood repairs and hall decoration being easily met from income this year as well as using a small amount of savings; the exact reason that a decent cash buffer is maintained to meet these sort of maintenance costs as and when they arrive.

7. Bookings' report

EG said there is very little to report on the bookings front. All the classes have started so we still have a very healthy number of classes, which is our bread and butter financially. We had a very successful wedding at the end of September.

A sprinkling of children's parties.

Also the usual Parish council meetings and the W.I. Meetings.

We have a few adult parties booked for 2014.

Everything seems very healthy

8. Sports' report

KN reports that the football club continues to thrive. Presently the Saturday first team is mid-table after promotion last year and the Saturday reserve team is eighth in their first season. Amongst the youth teams, the under 12's are top of their league after promotion with the under 18's and under 11's third in their particular leagues with the remaining teams mid table. The SCFC will be starting both under 8 and under 9's in the New Year. This will involve more work for Colin Howell and Keith Norman as the younger teams are now required to play on different smaller sized pitches.

9. Maintenance

Roofing. The damaged roof tiles have either been reseated or replaced. The guttering has been resealed where needed and some of the joints have had their bolts replaced. This bill came in at £376.

Boiler. Mike Baker completed the annual servicing of the boiler in early November. 2 flexible oil pipes were replaced. The boiler continues to operate efficiently, gross efficiency of 86% and net efficiency of 91%, which Mike considers is good for a boiler of its age.

Hedges. The hedges by the car park have been cut back. Our thanks to Steve Collins for his work. The buddleia will need to be pruned. **Action JM.**

10. AOB

Amendment for Officers booklet. An amendment to the Officers booklet was passed to those of the officers present. JM will forward the amendment to the others. SC remarked that it might be useful for the Primary Keyholder to have a copy. **Action JM.**

Septic tank. JW raised a point about the emptying of the septic tank. CB commented that it should not need much maintenance and suggested that if there were problems we should contact him. **Action CB.**

11. Date of next committee meeting

Friday 21 February 2014 at 19.30.

The meeting closed at 2035.