

St Margaret's Hall Management Committee Minutes of Meeting

Friday. 5 December 2014. 1900

1. Present

John Macdonald (Chair), Chris Bailward (Deputy Chair), Sally Collins, Vicky Franklin, Emilie Gordon, Maria Hawkins, Charles James, Jacqueline Pyne, Jean Handy, (post proposal).

2. Apologies

Gareth Cherry (Treasurer), Keith Norman, June Wood,

3. Proposal of Jean Handy to be a member of the Management Committee. Signing of the deed of trust if so proposed.

Jean Handy was proposed by CB and seconded by MH. Jean was welcomed to the Committee.

4. Minutes of previous meeting on 13th October 2014.

Previously circulated, signed.

5. Matters arising.

Hiring Agreement. JM circulated the latest draft agreement. This copy has been amended to reflect all the comments made by Community Council for Somerset and ACRE. JM requested that committee members peruse the document at their leisure and pass comment with a view to ratification at the next meeting.

Heating. JM explained the installation at Ditchat Village Hall and suggested it might be a good compromise for our own Hall. CJ expressed the view that in the system may be of little use with our present radiators. The system of overhead fans and electronics could be enhanced by more efficient radiators. CJ undertook to research this subject. **Action.** CJ and JM.

New trustees. After VF's approach to Hannah Williamson, JM has confirmed that Hannah would be willing to serve on the committee. Hannah's joining the committee would bring up the total of members to an ideal number, and more to the point, would have the advantage of reducing the average age on the committee considerably. Hopefully, we will be able to induct Hannah at the next meeting.

Oil tank cover. The metal cover will have to be renovated during next spring or when the oil level is lower. CJ suggested that it should be sandblasted and galvanised before painting. The committee agreed.

Village Hall dinner. JM thanked the committee for their sterling efforts at the dinner. A brief article was produced for the last edition of the Villager.

6. Chair report.

Very little to report since the last meeting apart from the Village Hall dinner which, judging by the numerous comments from the diners, was deemed a great success. From the Committees point view the money raised was a substantial sum, somewhat exceeding the sum raised at the last dinner. Thanks go to all who participated and helped run the event.

7. Treasurers report.

The highlight of the quarter was the money raised from the annual dinner. The total raised was £774.85, which is approximately £200 more than the total raised last year and a great effort by everyone involved. The other point of note is the collapse in the price of oil with it falling from \$100 per barrel at the start of August to \$66.50 currently. This will feed down into the cost of heating oil and will reduce the cost of heating the hall through the course of the winter. The tank was filled up at the start of November after there had already been a 20% decrease in the price.

The hall continues to be in a good position financially with cash on hand standing at £14500. So we are well positioned for any further maintenance or repairs that need to be carried out.

8. Bookings report.

A very short period since the last Hall report. Therefore there isn't much to report. There have been a handful of children's parties. Apart from that everything is running well.

9. Sports Report.

No report.

10. Maintenance.

Boiler. The boiler was serviced at the beginning of November. Martin Holloway who has taken over from Mike Brown commented that, although the boiler was old, it was still operating reasonably efficiently. The only cause for slight concern was the increased level of carbon monoxide. A suggestion was made that we install a CO alarm. The committee agreed.

Martin will have to inspect the fuel filter which is located on the bunded tank. SC has confirmed she has a key for the tank as the inspection will require opening of the cover. It may be that it would be ideal for the inspection to be carried out when the oil tank cover is being renovated. CJ raised the aspect of fire safety and enquired whether the boiler had a thermal link cut out. JM will ascertain from Martin if this is the case or not. **Action.** JM.

11. AOB.

Charity Commission Trustee Declaration Form. In their latest newsletter CCS suggested that our format for trustee declaration was incorrect. JP outlined the procedure for returns to the Charity Commission. The details for trustees are e-mailed by JP to the Charity Commission. JM produced an up to date Trustee Declaration Form downloaded from the Charity Commission which was circulated for signature. The form will be kept with the minutes for the Annual General Meeting.

Car Parking. Again the subject of continuing friction between the South Cheriton United Football Club and Village Hall users was raised. The problem of the increased popularity of the club during the football season has become a bone of contention. While the Hall owns the tarmac area of the car park it does not own the gravelled area. Several suggestions were made as to how the situation could be resolved. VF asked if the possibility of opening up the memorial garden to parking was feasible. MH asked if the Tarmac area could be roped off when the hall was booked for functions. At the same time the issue of the Football Club's use of the hall was raised. Some three weeks ago the Football Club were utilising the Hall when a children's party arrived. SC was called to resolve the situation. It would appear that the Football Club have been using the hall without booking. CB pointed out that the monies paid by the football club for last years use of the changing rooms appeared to be rather meagre. (£144). SC also pointed out that there had been bar tariffs posted. JP stated that the original requirement for the football club to enter the hall was purely to fill their water bottles from a potable source. As such they had been issued with a key to the adjoining door. It is apparent that the Football Club has taken upon itself to utilise the Hall without authorisation and thus the Hall is losing revenue. A suggestion was made that the committee should install a potable water tap in the changing rooms to obviate the use of the adjoining door. VF suggested it might be worthwhile trying to recruit Colin Howell to the committee.

The whole situation is far from satisfactory and the committee feel that it should be regularised at the first opportunity. In the first instance, JM is required to contact the Football Club Committee to ascertain their view of the situation and point out the contractual arrangements between the hall and the football club. Should it become necessary he is also required to put in writing the committees view of the situation.

Action. JM.

Peppercorn rent. JP described the procedure for the payment of the peppercorn rent. The rent is paid by the Horsington Parish Council direct to Mr. Colebatch and the Committee reimburses the Parish Council. JP has produced an invoice for the last five years payment of the peppercorn rent. A cheque for £5 to be raised for Horsington Parish Council. **Action.** GC. JM.

Conditions of Hire. (Fire). JM pointed out and that when he had produced the original laminated copies of the Conditions of Hire he had omitted the C of H (Fire). He will reproduce the laminated copies for the Hall and the Primary Keyholder to include these. **Action.** JM.

12. Date of next committee meeting. Friday, 6 March 2015. 1900.

The meeting closed at 2010.