

St Margaret's Hall  
Management Committee  
Minutes of Meeting held at Orchardleigh  
At 19.00 on Wednesday 6<sup>th</sup> February 2013.

**1. Present**

John Macdonald (Chair), Chris Bailward (Deputy Chair), Sally Collins, Vicky Franklin, Emilie Gordon, Maria Hawkins, Jacqueline Pyne, June Wood, Sarah Warren (Secretary).

**2. Apologies**

Gareth Cherry, Robert Neave, Paddy Hughes. Keith Norman. Robert has asked to stand down as he has spent eight years on the committee (some as Deputy Chair) and presently has other commitments which he feels he has to attend to.

**3. Minutes** Previously circulated, signed.

**4. Matters arising**

Fund raising. Hall Dinner. John, Vicky and Emilie will gain the necessary Health and Safety certificates in time for the village hall dinner. The costs will be met from village hall funds. Sally has a certificate but is unable to be present at the dinner. **Action: John, Vicky, Emilie.** (See further action discussed after item 11).

Hallmark 1. John has submitted a written request for a visit. Awaiting confirmation of date from Community Council of Somerset (CCS).

Creation of web-site. Chris has put a lot of time and effort into investigating the possibilities and provided a written and verbal summary of the three options and their pros and cons, which he illustrated using John's computer. It was felt we might not recoup the cost of the third option and it was agreed we opt for the second option: a web-site rather than a blog costing £40 for 2 years including the domain name. Chris was thanked very much for all his hard work and it was agreed to reimburse his costs.

**5. Chair Report by John Macdonald.**

*Nothing much to report since last meeting.*

*The new heating regime appears to be having the desired effect and Hall users approve and say how much easier it is to utilise.*

*An ad for the hall dinner has been published in the February edition of the Villager magazine and an updated one will be published in the March edition.*

**6. Treasurer's report.** Gareth Cherry apologised for not submitting a report for the meeting. *However, he adds that there has been no significant change to the financial position and the only updates are all the signatories have been updated on both accounts and we now have internet access to the HSBC account.*

June expressed her concerns as PC rep that the treasurer has not been present at meetings and that we need to take care that copies of balance sheets with details and breakdown are circulated. She recalled that a cheque of hers was not processed for 4 months. Her concern is what will happen to us if / when we are checked on as a charity. John commented that Gareth is unable to attend meetings because of commitments at work but that there should be ways of getting round the problem. **Action: John** to follow up.

**7. Bookings report by Emilie Gordon.**

*The village hall maintains all its classes. In March we have the primary school putting on their bi annual play. The only other news is the Somerset County Council election on the 2 May; the hall will be used from 7am to 9pm. Gill who has a booking for that day has agreed to forego her class. The Parent Toddler group has only 2 members so it has not been being charged. Vicky will find out if the group is still running. It used to be on a Wednesday but if it is still running it is now on a Friday. Action: Vicky.* Chris said there is an informal group in the village which might want to use the village hall on a Wednesday. **Action: Chris** to investigate.

**8. Sport's report.** *None. There have not been many matches due to the very poor weather.*

**9. Maintenance: Electrics.** Quite a lot has been done. As well as the new heating mechanism, the exit light at the end of the building has been replaced and the defunct token box in the changing room has been replaced by a cash box. One emergency exit light has also been replaced in the main body of the hall. The cost of fixtures and labour was just in excess of £500.

**10. AOB: Risk Assessment.** The CCS has produced a format for Risk Assessment. It seems sensible to replace the previous system of individual pages for individual activities. It was agreed that John will update the current system. **Action: John.**

**Waiving of hall fees.** Jacqui raised the question of whether hall fees should have been waived for a recent funeral wake, as we are a charity and that is how we raise money. She suggested that a donation is suggested as the person concerned is embarrassed not to have received an invoice.

**Pot holes.** There are potholes in the car park again which are dangerous in the dark. The Parish Council filled them last time and four months later skidding cars spoilt it again. John to approach PC.

**Buddleia.** Gareth and John will prune the Buddleia.

**11. Date of next committee meeting.** Saturday 11 May 2013. 10am

### **Village Hall Dinner**

The meeting was joined by former Chair Julie Gripper to kindly add her experience of organising previous dinners.

The village hall dinner was discussed over a meal prepared by John.

Starter. **Jacqui** will do the starter – pate was agreed because anything hot / using bowls is impractical.

**Maria** will ask Philippa Tarling, who had expressed a wish to be involved, to prepare colcannon (which is mashed potato and cabbage) in keeping with the St Patrick's day theme.

Main Course. We agreed John's Irish Stew was suitable and that we should use his recipe for the meal. Best end of neck was suggested as the most suitable.

The following agreed to make Irish stew:

**Vicky, Emilie, Maria, John** and **Sarah** will make one recipe's worth each. John will approach **Anthea Hughes** to ask if she would kindly make one. If numbers warrant it, **Vicky** offered to make a second quantity. **John** will also make a vegetarian option.

**John** will organise the meat.

Waiters: **Maria** will organise waiters – either two or three Harry's, who might like to be called Pat for the evening.

Timing: 7 for 7.30 was agreed.

Decorations: **John** will organise these. Green ribbon for the centreline and as bows around the water jugs was suggested.

Price of tickets was agreed as £12.50.

Meeting ended at 21.30.