

# St Margaret's Hall Management Committee Minutes of Meeting

Friday. 6 March 2015. 1900

## **1. Present**

Chris Bailward (Deputy Chair), Sally Collins, Vicky Franklin, Emilie Gordon, Jean Handy, Maria Hawkins, John Macdonald (Chair), Hannah Williamson,(post proposal).

## **2. Apologies**

Gareth Cherry (Treasurer), Charles James, Keith Norman, Jacqueline Pyne, June Wood.

## **3. Proposal of Hannah Williamson to be a member of the Management Committee. Signing of the deed of trust if so proposed.**

Hannah Williamson was proposed by VF and seconded by MH. Hannah was welcomed to the Committee.

## **4. Minutes of previous meeting on 5th December 2014.**

Previously circulated, signed.

## **5. Matters arising.**

Hiring Agreement. JM proposed the ratification of the final draft of the Hiring Agreement. This copy has been amended to reflect all the comments made by Community Council for Somerset and ACRE. One final amendment proposed by JP to eradicate an ambiguity on alcohol was included. The committee agreed that this version was acceptable and should become the Hall's formal Hiring Agreement. Copies will be issued to SC and interested parties. **Action.** JM.

Heating. JM explained that he had contacted a company in Yeovil (Elliott Environmental) to put together a feasibility study on the idea of destratisfying fans and electronics. Unfortunately, they had not come back on the subject. JM is of the opinion that Elliott's may find that job too small for them. Having contacted the Ditchat Hall Chair, JM discovered that a similar system was installed in the Ditchat Hall by a local electrician. JM suggested that Mark Pearson might be contacted and asked to come up with the proposal along similar lines. The committee agreed. Initial costings for the devices were in the region of £230 for the fan controller. Fans came in at £80 each and two thermocouples would probably be of minimal cost. CB suggested that at the present cost of heating oil, with the estimated saving of 20%, the costs could be recouped within four years. CJ is continuing to research the subject of suitable radiators for the Hall. **Action.** JM and CJ.

Car parking. The subject continues as a source of friction between the SCUFC and the Hall users. In a note to the committee, KN points out that the sum of £144 mentioned in the last minutes was a partial payment and thus incorrect. The Football Club paid £406 for the year 2013/4. Not unreasonably, He points out that since the club pays that sort of fee to use the changing rooms, they should be allowed to use the car park unfettered. Where the problem arises is when the club is utilising the playing fields at the same time the main hall is being used. Since the last meeting there seems to have developed an ad hoc method of keeping the SCUFC and the Hall happy. SC and the senior coach, Tim O'Keefe, are liaising in order that there are the minimal of clashes in the diary. KN pointed out that when the club have used the Hall to provide food after 1st team games they had added £5 to cover costs. The committee were not aware of this arrangement. KN suggested that the bar tariff mentioned in minutes must have been left after a quiz night which the Club booked the Hall and had applied for the requisite TEN. JM has spoken to Simon Howell about the use of TEN's and other subjects. Interestingly, Simon wasn't aware that the Hall has a limited use of TEN's. (12 per calendar year). He suggested the SCUFC would be interested in gaining an alcohol licence in it's own right for use in the Hall. JM has asked him to produce a proposal to be presented at a future Committee meeting.

VF's suggestion that the Garden could be opened up as an additional car park is a non starter. It would mean that the hedge would have to be grubbed up and the telephone post repositioned. The outcome would probably only provide space for four cars. The suggestion was also made that the authorities might not look too kindly on such an application.

Again the suggestion that the changing rooms should be provided with a potable water tap to enable the Club to fill their water bottles without the necessity of using the hall kitchen. **Action.** JM.

Peppercorn rent. JP had produced an invoice from the Parish Council for five years of rent for the Hall. It still requires payment. A cheque for £5 to be raised for Horsington Parish Council. **Action.** GC. JM.

Conditions of Hire (Fire). Laminated copies of the C of H (Fire) have been produced and given to the Primary Keyholder and installed in the hall.

#### 6. Chair report.

*Although the heating regime keeps the building from becoming cold soaked the floor has become deformed again. It is slightly worse than last year. Hopefully with the advent of spring we will see the floor return to normal. I suspect if we install the fan system it will improve the situation. Destratisfying fans will create a circulation of warm air and the side effect of this should be the drying of the air.*

#### 7. Treasurers report.

*St Margaret's Hall continues to maintain a healthy financial position with cash on hand currently standing at £14,182 (£12,257 in CCLA and £1,925 in HSBC) with a net positive cashflow of £1098.30 so far this year. This ensures we have the funds available to carry out any further repairs/maintenance that may be required going forward. We have taken advantage of the fall in the price of heating oil by filling up the tank at a good level. Previously, I have discussed that we should keep the cost of heating under review, but with the current drop in price it means that what is currently charged is fine.*

#### 8. Bookings report.

*All the classes are running as normal. The Primary school play has been postponed until the week of 22 June. The general election on 7 May means that the Village Hall becomes a polling station for the day and this is a great revenue earner. The normal amount of children's parties are being held. Everything else is unchanged.*

## 9. Sports Report.

*Results for the SCUFC. The 1st team is third in their league. The reserves are third from bottom. The under 16's team is sixth in it's table, while the under 13's are fourth in their table. The under 11's won their league and the under 9's only lost three games. The under 8's were unbeaten.*

## **10.Maintenance.**

Boiler. CJ had raised the aspect of fire safety and enquired whether the boiler had a thermal link cut out. Martin Holloway has confirmed that there is a cut out attached to the boiler.

CO Alarm. Martin Holloway suggested that we should have a carbon monoxide alarm fitted. The manufacturer recommends the apparatus is fitted in the room with the boiler. If the boiler is in a room not normally used the apparatus should be put just outside the room so that the alarm may be heard more easily. The alarm has been fitted above the exterior of the boiler room door in the main hall.

Oil tank Metal Cover. CJ has requested a quote from a company to powder coat or galvanise the metal cover for the oil tank, but is still awaiting a reply. **Action.** CJ

## **11.AOB.**

Painting. At a previous meeting it was suggested that the interior of the main hall was beginning to look rather shabby. The committee agreed that it was time for the hall to be painted. JM will obtain quotes from local painters and decorators. **Action.** JM.

Token meter. SC stated that the tokens for the meter were are now in short supply. JM had previously contacted the manufacturer of the token meter, but unfortunately the tokens are no longer manufactured due to the age of the apparatus. A discussion ensued as to the viability of a replacement meter. MH mentioned that her husband may be able to make tokens. If the heating fans are installed it may be that the electric heaters run by the token meter may not be required, in which case the Electric heaters and the token meter could then be removed. A temporary stop gap of locally made tokens would be the ideal solution. **Action.** JM.

Fridge. SC has reported that on couple of occasions recently she has found the fridge door closed with the inevitable result that mould is appearing within the fridge. JM Will speak to Sandra to ensure that she includes the fridge in her cleaning regime.

**12. Date of next committee meeting.** The AGM will be held at 0900 on Saturday, 16 May 2015, to be followed by the Post AGM meeting.

The meeting closed at 1955.