

St Margaret's Hall  
Management Committee  
Minutes of Post AGM Meeting

Saturday. 10 May 2014. 10.00

**1. Present**

John Macdonald (Chair), Gareth Cherry (Treasurer), Vicky Franklin, Maria Hawkins, Keith Norman, Sarah Warren (Secretary).

**2. Apologies**

Chris Bailward (Deputy Chair), Sally Collins, Emilie Gordon, Paddy Hughes, Jacqueline Pyne, June Wood,

**3. Election of Officers**

John Macdonald was proposed as Chair by KN and seconded by GC. Chris Bailward was proposed as Deputy Chair by JM and seconded by MH. Gareth Cherry was proposed as Treasurer by JM and seconded by MH. Sarah Warren was proposed as Secretary by MH and seconded by GC.

**4. Signing of the Deed of Trust**

Circulated and signed by those trustees present.

**5. Minutes of previous meeting on 21 February 2014**

Previously circulated, signed.

**6. Matters arising**

JM showed those present examples of the rotten timbers which had been replaced during the repainting of the exterior of the Hall.

First Aid Kit. The hall has a new First Aid kit in place.

Accident and Emergency Poster. The revised poster is in place providing up to date details of the National Grid Reference for the village hall, the local doctors surgery, Minor Injuries Unit and the nearest A&E department.

Hiring Agreement. This is proving problematic. The ACRE model is necessarily in legal language. JM wishes it to be written in language that is comprehensible to trustees and hirers alike. With that in mind he rewrote it in plain English and sent it off to the CCS for review at the end of February. JM received a reply recently with a few changes. JM is still not happy and his view is that we should all be able to understand it. JM will contact ACRE directly with a view to securing a document that is both able to be understood and binding. SC has two laminated copies of the Standard Conditions of Hire (SCoH); she will give hirers a laminated copy of the SCoH together the keys, and hirers should return both. Until such time as the situation is resolved the SCoH will be issued with the old Hiring Agreement. The SCoH are electronically available on the village hall website.

Heating. JM revisited the Ditchheat setup with the destratifying fans, but will have to carry out more research over the summer. **Action:** JM.

## **7. Maintenance**

Fire extinguishers. These have been checked again this year; it is an insurance requirement. The check has to be carried out by a Competent Person (continued training plus training costs involved). The check cost roughly the same as last year. VF will check whether the operator who checks the South Cheriton Garage is a cheaper option. KN suggested the Fire Brigade may do it free of charge. **Action:** JM will enquire.

Date of Spring Clean. JM suggested we hold an extraordinary meeting in early June to ratify the audit before it is sent to the Charity Commission, followed by the Spring Clean. The date was agreed as June 14, 10am. MH gave her apologies for June 14 in advance.

## **8. AOB**

New Trustees. PH has resigned. New trustees are needed. JM has tentatively approached Charles James, who has resigned from the Horsington PC. MH will approach her new neighbours when they have settled in; **Action:** MH. Steve and Gill opposite the pub had expressed an interest when they moved in; JM may now approach them. All agreed JM will ask CJ. **Action:** JM.

Boiler. Mike Baker, Boiler Maintenance, has retired; his business is being taken over by Martin Holloway of Wincanton. It was agreed we are happy for him to take over the maintenance of the boiler.

Fire Safety Risk Assessment. JM has carried out the FSRA. An evacuation of the building is required to be carried out and minuted. The Trustees completed the fire drill satisfactorily and it is so minuted. JM reminded those present how to use the fire extinguishers. KN asked about fire drills, whether there is a register of people to check off, and requested there be a Fire assembly Point sign. JM said responsibility for personnel is delegated in the Standard Conditions of Hire to the responsible person i.e: the hirer. **Action:** JM will look into the necessity for a Fire Assembly Point sign, although VF pointed out that South Cheriton Garage did not have one.

Village Hall dinner. GC suggested that for fund raising we hold the Hall dinner once a year. This was agreed. The date was set for Saturday, 20 September 2014.

Oil tank. KN mentioned the metal cover for the tank is becoming rusty. JM pointed out that the oil tank is a plastic bunded tank and that the metal cover is a security feature so rusting should not affect the oil.

Paying in of cheques. As VF had kindly solved the problem of payments from one of our hirers, JM asked if VF would be happy to pay in cheques while paying in her business cheques. VF and GC happy. **Action:** JM will inform SC and EG of new procedure; for payments now to go to VF; invoices/receipts to GC. VF asked for paying in book from GC. GC will let VF have new one next week; **Action:** GC.

**9. Date of next committee meeting** An extraordinary meeting (see Item 7 above) on Saturday June 14, 10am followed by the Spring Clean.

The meeting closed at 10.35