

**St Margaret's Hall
Management Committee
Minutes of post AGM Meeting
Saturday 11 May 2013 10.15**

1. Present

John Macdonald (Chair), Chris Bailward (Deputy Chair), Gareth Cherry,(Treasurer)
Vicky Franklin, Maria Hawkins, Paddy Hughes, Keith Norman, Jacqueline Pyne, June
Wood, Sarah Warren (Secretary).

2. Apologies

Sally Collins, Emilie Gordon.

3. Election of Officers

<u>Post</u>	<u>Proposed</u>	<u>by</u>	<u>Seconded</u>
Chair	John Macdonald	JP	VF
Treasurer	Gareth Cherry	CB	JH
Secretary	Sarah Warren	VF	CB

4. Signing of the Deed of Trust

This was signed by all those trustees present.

5. Minutes

Previously circulated, signed.

6. Matters arising

Fire Safety Risk Assessment. JM has prepared a Fire Plan (Hall map) which had been circulated, and has completed the FSRA necessary for licensing and insurance. The Hall now has foam rather than water fire extinguishers. These will combat a greater range of fires including fuels. The kitchen has a CO₂ extinguisher which is better to combat electrical fires; in the event of such a fire the electrics (in the entrance hall) should be turned off prior to use of CO₂. There is a new fire blanket in the kitchen. JM demonstrated the use of the various new fire extinguishers. He reiterated that the most important thing was that the occupants should exit the hall as soon as possible and call the fire brigade. Under the FSRA a fire drill is required.

The trustees practised a fire drill – exiting through the front door (for wheelchair access) or the panic doors on either side of the main hall and gathering in the car park. Fire drill was completed satisfactorily and the date for the next fire drill was set for the next AGM.

JM took us through the Fire Safety Risk Assessment. MH suggested a smoke detector should be installed in the changing rooms, and SW one in the main hall, although the general feeling was that only the one in the main entrance hall was really required. **Action: JM.**

JM will inform the cleaner of procedures. CB suggested the fire procedures should be added to the 'Conditions of Hire' so all hirers would be required to have knowledge of the procedures. **Action: JM.**

Hall Dinner. JM reported this was a great success and thanked all who cooked, organised and participated. Everyone thoroughly enjoyed the evening which raised £570.

Hallmark 1. A hallmark visit has been applied for and we continue to await a date for the visit.

Food and Hygiene Certificates. JM has his; completed online.

7. Maintenance

Electrics. JM reported that Mark Pearson has carried out the 3 yearly check and is generally happy with the electrical state of the Hall with minor reservations. He also carried out the PAT checks on all the kitchen equipment. Mark has produced a schedule of a few items that will need to be done prior to the 2016 inspection, primarily DB 4+5 needs changing or fusing down to a 32 amp fuse and the football field lights need to be individually earthed, which **KN** will request the SCUFC to rectify.

Fire extinguishers new fire extinguishers installed and commissioned – see FSRA in matters arising.

Date of Spring Clean – Saturday June 1st 09.30 **Action all** who are available.

8. AOB

Website content. CB had previously suggested to JM that the Management Committee minutes be posted on the web-site and JM had looked at other villages websites, finding some do and some don't publish them on the net. It was agreed by all present that we do publish, annotating whether the minutes are yet to be approved by the committee. **Action: CB**

Conditions of Hire. JM pointed out that our COH are not as comprehensive as some other halls. We need to improve them if only to cover eventualities. At present ACRE are updating their model agreement for COH. CB expressed the view that the COH should be expanded to include Fire Procedures; all agreed. **Action. JM** (When ACRE update the model agreement).

Officers' booklet. JM has updated Jill Elston's previous version, and copies were handed out. **Action: Officers:** look through and check it is clear and comprehensive and suggest amendments.

Decoration of Hall. CB suggested the exterior needs re-decorating; GC confirmed we have sufficient funds. It was reported that the Arts Class teacher Nick Andrew had suggested a lighter colour was needed internally; light-refracting emulsion was suggested, in Gardenia. All agreed we should go ahead with exterior and interior redecorating. JP requested a different colour for the external paint. Please could the committee make colour suggestions. The following were suggested / recommended for the job:

Lady Decorators 01747 840438 (BM)

Andy Dough 07885511988 (CB)

Chris Butt Wincanton (KN)

Philip Rawlings 01963 33641 (JM)

Action: JM to request estimates from decorators.

Toddlers' Group equipment VF asked whether her daughter-in-law, Anna, could borrow some of the Toddlers Group Equipment for Child Minding as Carly's group is no longer running and CB's possible group has come to nothing. It was pointed out that the equipment was not actually owned by the hall, but had in effect been 'donated' by toddlers groups over the years. It was agreed on the basis that Anna lists what she borrows and repairs or replaces anything as necessary. VF added that she would change what she borrows periodically and would be able to tell us if anything doesn't pass current safety standards.

9. Date of next committee meeting

Friday 6 September 2013 at 19.30.

The meeting ended at 11.05.