

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

Friday. 16 May 2015. 0920

1. Present

Chris Bailward, Gareth Cherry, Sally Collins, Vicky Franklin, Emilie Gordon, Jean Handy, Maria Hawkins, Charles James, Keith Norman, Jacqueline Pyne, Hannah Williamson, John Macdonald.

2. Apologies

None

3. Election of Officers.

JM was Elected Chair. Proposed CJ. Seconded VF.

CB was elected Deputy Chair. Proposed JM. Seconded CJ.

GC was elected Treasurer. Proposed CB. Seconded VF.

There were no volunteers for the post of Secretary. JM will continue to combine the activities of Chair and Secretary pro tem.

4. Signing of the Deed of Trust.

Circulated and signed by those present.

5. Minutes of previous meeting on 6th March 2015.

Previously circulated, signed.

6. Matters arising.

Heating. CJ presented the information on radiators which he had had researched. The present radiators are well under the need of the hall, present radiators (all 5) when new produced a maximum of 32,512 btu. The hall, with an average ceiling height of 4.5 metres, has a total air space with the double glazing and presuming wall insulation of some sort that will require just over 50,000btu to heat to 18 degrees with an outside temperature of zero. At present the radiators will heat the hall to a maximum of 12-14 degrees even with circulation fans you will not raise the overall temperature above that, allowing for the radiators being old and probably partially bunged up, expect a couple of degrees less. CJ's suggestion is to replace the radiators with single panel convector radiators (K1) which will increase the output considerably, 3 radiators @ 2800 x 700 will produce 10,673 btu each (32,019 btu)
2 radiators @ 2600 x 700 will produce 9,908 btu each (19,816 btu)
Cost of radiators including vat approximately £874.64. CJ has gone for Stelrad as they are British and good quality.

Total btu of proposed radiators is 51,835 will heat the hall to 18 degrees, if you want the facility to increase the temperature (which would be sensible) then we will need to increase the lengths slightly, it does make sense to fit a large as possible radiators to have heat in reserve as it were.

With pipework, inhibitor, etc. the cost could be rounded up to £1,000. CJ answered a couple of questions to clarify his figures. JM raised a point about the two roofline vents and the possibility of blocking them off to prevent the escape of warm air. CJ countered by advising the vents should remain, but that they could be modified to reduce the volume of escaping air.

JM then presented the information on the destratification equipment that has proved a success in Ditchheat Hall. With the fans at a cost of just over £100 each and the electronic controller at £280, the total cost of the equipment would be approximately £600. Mark Pearson, our local electrician, has been approached and is capable of installing the fans and controller, which would be linked to the heating controls. Ditchheat report that the fans in their hall markedly improve comfort and also cut heating costs by approximately 20%. In view of CB's call to beware of the increase in our reserves, the committee felt the spend on improving the heating of the hall would be appropriate. The committee approved the purchase and fitting of the radiators, fans and electronics. **Action:** JM and CJ.

Painting. JM presented an estimate to redecorate the main hall. Luke Hiscock is a local painter and decorator (non VAT rated) known to a few of the committee, who has entered an estimate of £2355, which includes the hire of a tower. The estimate is to prepare the walls and paint with two coats of emulsion and to prepare, prime, undercoat and topcoat the woodwork, skirting, lower walls and doors. CB may be able to get his hands on a tower which might reduce the estimate by a few pounds. The Committee considered the estimate acceptable and approved the spend. In order to coordinate the heating improvements and decoration it was suggested that these actions should be co-ordinated and completed in the summer holidays when the Hall is least used. **Action:** EG and JM.

Token Meter. Steve Hawkins has suggested that the token is almost exactly the same size and weight as a £2 coin. This might be a solution to our problem of reduction of the stock of tokens, but would involve recalibrating the meter. JM has asked Steve if he could continue to see if he could make tokens at his place of work.

7.Maintenance.

Fire extinguishers. During the completion of the fire safety risk assessment, JM realised and that he hadn't requested the annual check of the fire extinguishers. He has attempted to have the check completed, but the Company that usually carries out the check has not returned calls. JM will attempt one more time but if no return call is made he will contact the company that CJ uses for his business. **Action:** JM.

Date of Spring/Summer clean. Any time after 9am on 13th June.

8.AOB.

Fire Safety Risk Assessment. JM has carried out the FSRA and outlined the actions taken. CJ and JM refreshed the Committee's memories on the use of the fire extinguishers. A fire drill (Required to be minuted.) was carried out and Committee members assembled in the car park. JH pointed it out that the 'responsible person' should delegate someone to check the kitchen and toilets were clear. A note will be added to the laminated copies of 'Conditions of Hire (Fire)'. VF suggested that there should be an 'Fire Assembly Point' notice erected in the car park. **Action:** JM.

iCloud information for the Committee. JM voiced his slight worry that although there were hard copies of most of the Committee information, a great deal of Committee dealings were now on his personal computer. He wondered if now should be the time to institute some sort of iCloud account for Committee members to access the information. CB thought it might be possible to set up a committee member 'access only' part of the Village Hall website. **Action:** CB.

Curtains. It was suggested that the curtains were becoming rather shabby. Unfortunately, they are treated with a fire retardant which precludes cleaning. It was then suggested that the curtains be replaced. **Action:** JP and JM.

Hall cleanliness. EG has received a couple of complaints from hirers about the cleanliness of the hall and kitchen. JM undertook to speak to Sandra (our cleaner). MH suggested that the external cleaning company might you bought in for the occasional extra hour to deep clean the kitchen. Barry and Bev Benjafield of Cabbage Lane should be sounded out. **Action:** JM.

Post of Primary Keyholder. SC indicated that after 12 years sterling service she would like to hand over the post to a successor. JH kindly offered to take up the post. SC will guide JH during the handover period. **Action:** SC and JH.

Lighting. GC suggested that the committee should take the opportunity to improve the lighting in the hall when the decoration takes place. With the advent of LED lighting the brightness can be toned down with the advantage of increased life and reducing the cost of electricity used. **Action:** JM.

12. Date of next committee meeting.

4 September 2015. 1930.

The meeting closed at 1015.