

St Margaret's Hall
Management Committee
Minutes of Meeting
Friday 6 September 2013 1930

1. Present

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

2. Apologies

Paddy Hughes, Keith Norman.

Chris Bailward was proposed as Deputy Chair by Sally Collins and seconded by June Wood.

3. Minutes

Previously circulated, signed.

4. Matters arising

Hallmark 1. VF and JM attended a meeting with the Hallmark visitors who seemed generally very happy. No written report has yet been received. Apart from a few niceties with paperwork the main issue was over the Conditions of Hire.

Conditions of Hire. JM has now revised the Conditions of Hire document and he circulated draft copies to those present with a request for all comments to be sent to him. **Action: all.** The important items are insurance and liabilities; everything else is relatively straightforward. JM based the document more or less verbatim on the ACRE Model Hiring Document. Much of it is necessary to cover the backs of village hall committees.

Decoration of Hall. The exterior is due to be decorated in September. We await a date. JM has cut back the hedge for the ladders / scaffolding. JW questioned whether we are liable for any accidents. VF said Mary Gordon (Hallmark) suggested we sign a disclaimer before they start work so that liability lies with them. JM reported that the decorators had asked if they might decorate an internal room on any wet days. The committee agreed that JM seek a supplementary quote for the kitchen. **Action: JM.**

Smoke Alarm. The options are battery operated or mains powered. The committee felt that the battery operated version would be perfectly adequate. **Action: JM.**

5. Chair report

It's been a quiet summer.

Mary Gordon and Marji Dorling visited on behalf of Hallmark and although we haven't had the report yet, we have had positive feedback.

The bushes at the rear of the oil tank have been cut back in preparation for the exterior painting. VF has procured a Health and Safety poster to go up inside the cleaning cupboard door for the Hall's cleaning personnel.

6. Treasurer's report

GC reported that we are in a strong financial position with more than enough cash in the account to cover the exterior decoration. We have had a positive cash flow for this and the last few years. GC said we might consider increasing the hire costs. (The committee recently discussed the rates and decided to keep them at the 2008 rate to encourage usage). GC said we might need to review the heating costs. The committee discussed the possibility of differing winter and summer charges for hire of the hall but agreed to review the need for this or any other change after another winter with the new thermostats and the imperative regime of twice daily maintenance heating.

7. Bookings' report

EG reported that the village hall was, as always, quiet in the summer. Due to its being such a hot summer the village hall hasn't been used as a party venue. All the classes are starting up again which is fantastic. There is a wedding party booking in September. So, as we roll into autumn, the hall is very well booked up.

8. Sports' report

No report has been received as there were no fixtures over the summer. A taster football evening has been held. JW reported a problem during matches earlier in the year which was brought to the attention of the Parish Council; with about 50 cars trying to park cars and children were in the road which led to bad feeling. Neither the VH nor the PC can do anything about this. Saturdays, having the most matches, are the worst days.

9. Maintenance

Some tiles have sunk on the roof and there are water marks inside. It was agreed it was essential to have this and other loose tiles fixed before winter and Tony Pearson and Mark Kendall be asked to do this, using matching tiles.

Action. JM

10. AOB

Toddlers' Group equipment. VF reported that her daughter in law, Anna, is now an OFSTED-official child minder, and asked if she might now have a key

to the village hall to be able to access the toys in the store room. SC has a spare she can have. VF said that Anna envisages possibly resurrecting the Toddler Group in the future.

FSA. JP reported that the Food Standards Agency now no longer requires caterers to have FSA certificates if the catering is only occasional (less frequently than once a month) and children and the elderly are not being catered for.

Zumba. VF might be able to persuade Fatou to do a class on Wednesdays at 9.30am.

11. Date of next committee meeting

Friday 29 November 2013 at 19.30.

The meeting closed at 2025.