

St Margaret's Hall Management Committee Minutes of Meeting

Friday. 15th January 2016. 1900

1. Present

Chris Bailward (Deputy Chair), Gareth Cherry (Treasurer), Vicky Franklin, Emilie Gordon, Charles James, John Macdonald (Chair), Gillian Miles, Jackie Pyne, Hannah Williamson.

2. Apologies

Maria Hawkins, Tim O'Keeffe.

3. Proposal of Ann Franklin to be a member of the Management Committee.

Unfortunately, Ann was unable to attend the meeting. The proposal will be postponed until the next meeting.

4. Minutes of previous meeting on 25th November 2015.

Previously circulated, signed.

5. Matters arising.

Banking. HSBC's requirements for the signatories mandate involve the minutes reflecting that the banking resolution being agreed by the committee. JM read the terms of the banking resolution to the committee and all agreed to the terms of the mandate and it is so minuted. The resolution is attached as an addendum to the minutes.

Memorial for June Wood. JM's attempts at sourcing a wild cherry were thwarted by lack of choice. He has been given the names of a couple more nurseries to check out by GC and VF.

i-Cloud information for the Committee. A Dropbox account (an i-cloud facility that can be accessed by the committee) has been opened. A folder, named St Margaret's Hall, contains the majority of the paperwork of relevance. JM will continue to update and add to the folder, so that in the near future all pertinent information held on his personal computer will be available either on the Village Hall website, the Dropbox folder or in hard copy files. There are two options for committee members to be involved; one offers the ability to corroborate (amend) and the other a link is sent to view information.

Lighting. JM apologised for not following up this item on the agenda. He has made no contact with Rupert Martin of Dextra, but will attempt to do so shortly.

Fund Raising Dinner. A general discussion was held to ascertain ideas for the forthcoming dinner to be held on 13th February. Since the date is near St Valentine's day, the theme of the dinner will be Valentines. Previous experience has dictated that we can cope with a total of between 55 and 60 guests. Various menus were suggested. Given the restrictions of the kitchen, the best solution is a cold starter (heart shaped pâté suggested by HW) followed by a pre cooked casserole to be heated in the kitchen prior to serving. There will be a vegetarian option. Puddings will be sourced from some of the diners. Andrew and Phillippa Tarling to be approached with a view to producing baked potatoes for the meal. In what has now become somewhat of a tradition, a taster meal will be held for the committee at JM's. An advert should be appearing in the latest copy of the Villager and tickets will be available at the end of January.

Crockery. JP reported on her research for the replacement of the crockery. There are several options, from the cheap and cheerful to the other end of the scale. Ikea was mentioned but the general feeling was that we should invest in catering quality crockery, this being serviceable and hard wearing. JP undertook to check prices. *(JP has sourced crockery from a hotel bulk buy website. '72 cups and saucers, dinner and side plates and bowls for £275-00 + vat. This is a good make, basic catering crockery in white and is much of a muchness with other ranges. Ok, you probably wouldn't choose it for your home but it would give a complete, matching set of china. Let me know what you think...there are more expensive ranges available'.)*

6. Chair report.

Very little to report since the last meeting.

The fans have been installed and appear to be operating as advertised.

Unfortunately, the floor has distorted again, although later than last year. Given the particularly wet autumn this might indicate, that with the new radiators and fans, the atmosphere in the hall is dryer. Hopefully, the floor will return to normal as spring approaches.

There was some discussion on the timing of the distortion. VF made the point that during the Christmas period classes were not operating and although the heating was on twice a day, the fact that the classes would have had the heating on, had they been in the Hall, might have made a difference. The repairs that were made to the floor three years ago have had the effect of producing distortion in one place instead of several. It may be that the committee may have to accept that the floor should be relaid, this time with the requisite expansion gaps and a membrane below the floor.

7. Treasurers report.

With cash on hand and accumulated funds standing at £10,500 the hall remains in a good financial position even with further expenditure this quarter of £1543 on continual upgrades; namely Roman blinds and ceiling fans. The fans will increase air circulation within the hall which will improve the efficiency and hence the cost of the heating of the hall going forward.

8. Bookings report.

All the classes are running as usual and they appear to be pleased with the improved heating. We have a larger than usual number of parties scheduled for the summer. There is another Police Commissioner election in May. Everything is running well and feedback shows that people seem very happy with the Hall.

9. Sports Report.

To be included shortly.

10.Maintenance.

Electrical Inspection. The triennial electrical inspection is due in April 2016. The committee approved the appointment of Mark Pearson to carry out the inspection.

11.AOB.

Hallmark. The triennial inspection of the Hall by the Hallmark assessors is due this year. JM explained that he considered the assessment a worthwhile exercise, because the assessors make a thorough examination of everything from the books to the facilities of the Hall and give constructive criticism. There is an added advantage that with Hallmark the Hall gets a small discount on the insurance premium. The committee approved the expenditure on the inspection.

E-Mail Addresses. JM has been in the habit of blind copying e-mail addresses when sending e-mails to committee members (data protection??). All present were happy to have their e-mail addresses transmitted openly on internal committee business.

12. Date of next committee meeting.

AGM to be held on Saturday 7 May 2016. 1000. The Post AGM to be held immediately after the AGM.

The meeting closed at 2005.

Addendum to the Minutes

Banking Resolution.

St Margaret's Hall (the Charity).

HSBC (The Bank).

1) That a bank account or accounts be continued with HSBC Bank plc (the 'Bank') and the Bank is authorised to act on any instructions provided they have been given by those persons named in the Specimen Signature section (or authorised by such persons in accordance with the applicable authorisation requirement(s) as follows

Any two listed persons together

Any two of the three listed.

Chair, Treasurer & Deputy Chair.

2) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

3) That the secretary from time to time is authorised to supply the Bank as and when necessary with lists of all persons who are authorised to give instructions on behalf of the Charity, and that the Bank may rely on such lists.

4) That the Charity accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions as amended from time to time together with any terms and conditions in respect of specific products and services requested by the Charity.

5) That these resolutions be communicated to the Bank and remain in force until cancelled by notice in writing to the Bank, signed by the Chairperson or Secretary from time to time acting or claiming to act on behalf of the Charity, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.