

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

Saturday. 7th May 2016. 1020

1. Present

Chris Bailward (Deputy Chair), Gareth Cherry (Treasurer), Emilie Gordon, Gillian Miles, Jacqueline Pyne, John Macdonald (Chair).

2. Apologies

Vicky Franklin, Maria Hawkins, Charles James, Tim O'Keeffe, Hannah Williamson.

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

Ann was proposed by JP and seconded by CB. Ann was welcomed to the Committee as the representative of the WI. Ann then gave a brief biography of her background.

4. Election of Officers.

JM was re-elected Chair.

Proposed CB, Seconded JP.

CB was re-elected Deputy Chair.

Proposed JM, Seconded GM.

GC was re-elected Treasurer.

Proposed JM, Seconded CB.

As there were no volunteers for the post of Secretary, JM stated he was happy to continue combining the post with that of Chair. Proposed JP, Seconded EG.

5. Signing of the Deed of Trust.

The document was circulated and signed by those present.

6. Minutes of previous meeting on 15th January 2016.

Previously circulated, signed.

7. Matters arising.

Memorial for June Wood. JM has sourced a tree from Ashridge Trees of Castle Cary. It is a wild cherry and he has planted it in the side garden. As yet he has to produce a plaque. CB suggested Blackmoor Vale Gifts and Trophies in Sturminster Newton.

Action. JM.

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. (CB noted that Mr. Martin could be seen at the Half Moon on most Tuesday evenings). **Action.** JM

Fund Raising Dinner. The dinner raised £750 for funds. We had a wonderfully generous response from the villagers of Horsington and South Cheriton. Judging by the all the positive feedback we have had the evening was considered a great success. JM thanked the Committee for all their help in putting together the evening.

Crockery. JP reported on her research for the replacement of the crockery. (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 hardy catering crockery in white. OK, you probably wouldn't choose it for your home but it would give a complete, matching set of china).

JM checked the inventory for present stock. A total of just over 100 large plates in a mix of colours. Bearing in mind the Hall licence limits the seating at tables to 102 persons; practicably with a total of 12 tables seating 6 at each table a maximum of 72 places would be sensible. We tend to limit our own fund raisers to 60 places for expedient purposes. The committee approved the spend on 72 places of crockery.

Action. JP.

Hallmark. An application has been sent to the Community Council for Somerset and we are awaiting a date for the Hallmark visitor's inspection.

8. Maintenance.

Electrical Inspection. Mark Pearson has carried out the triennial electrical inspection and we are awaiting Mark's report.

Fire Extinguishers. The fire extinguishers have been inspected by Morgan Fire Protection and passed fit for use for another year.

Date of Spring Clean. Our cleaners, the Benjafields, do a superb job on the Hall. The only real additional requirements are that the windows need a periodic clean and the surrounds need to be spruced up occasionally. The spring clean in it's old format was deemed unnecessary. JP suggested that Steve Collins (who maintains the Curtilage on behalf of the Parish Council) warns us prior to his carrying out the mowing of the surrounds and we will carry out a litter pick if necessary.

11. AOB.

FSRA. JM read out the completed Fire Safety Risk Assessment form and gave a brief demonstration of the operation of the Fire Extinguishers. A Practice Evacuation is required to be carried out and minuted. The Committee members carried out the Fire Drill at 1100 and it is so Minuted.

Floor. The warped floor has not resided as expected, probably due to the drying of the air in the hall caused by the improved heating system. This allows the difference in the moisture levels, above and below, to remain for a longer period. GM strongly advised that since this has been a continuing problem over the last few years in winter we need to do something about it in order to mitigate the possibility of law suits. GC suggested that what was needed was an expansion strip along one side of the room. The committee approved the spend on the work. **Action.** JM.

Place of Safety. JM read a letter from the Somerset Local Authorities Civil Contingencies Unit with reference to utilising the Hall as a "Place of Safety". JP reminded the Committee that the Hall was already currently listed as an "Emergency Accommodation Centre". The committee approved the use of the Hall as a Place of Safety. JM undertook to clarify the insurance situation in cases of emergency. **Action.** JM.

Muddy Boots. Steve Collins had made comments about the difficulty of cleaning the mud off the paving at the front of the building. Representations to be made to the Football Club to obviate the necessity of clearing up after them. **Action.** JM.

Sewage. Steve Collins reported that there was a leakage from the manhole cover of the cesspit. Approach to be made to a local cess pit tanker company to ascertain the need for the servicing of the tank. **Action.** JM.

Safety of Emergency Stairs. It was reported that the emergency stairs at the rear of the store room were unsafe. The base of the ground level Newel post appears to have rotted and will need replacing. The committee approved the spend on the replacement Newel post and for the missing Balusters. **Action.** JM.

12. Date of next committee meeting.

16th September 2016. 1900.

The meeting closed at 1135.