

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

Saturday. 6th May 2017. 1000

## **1. Present**

Chris Bailward (Deputy Chair), Maria Hawkins, Vicky Franklin, Emilie Gordon, Gillian Miles, John Macdonald (Chair).

## **2. Apologies**

Gareth Cherry (Treasurer), Ann Franklin, Charles James, Jacqueline Pyne, Hannah Williamson.

## **3. Election of Officers.**

JM was re-elected Chair.

Proposed CB, Seconded GM.

CB was re-elected Deputy Chair.

Proposed JM, Seconded VF.

GC was re-elected Treasurer.

Proposed EG, Seconded MH.

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 CB, Seconded MH.

## **4. Signing of the Deed of Trust.**

The document was circulated and signed by those present.

## **5. Minutes of previous meeting on 3rd February 2017.**

Previously circulated, signed.

## **4. Matters arising.**

Lighting. Mark Pearson has visited the Hall and seen what is involved and will install the luminaires on the 15th of May. CB stated that he had a scaffolding tower available and will liaise with Mark for delivery to the hall. JM has written a letter of thanks to Rupert Martin.

Crockery. JP has indicated that the WI has no preference for the disposal of the pink crockery. VF proposed that she could store the items. The Committee agreed.

Floor. The floor has been rectified as CJ suggested. It has been lifted and refitted with stretchers under the floor and the boards glued, not nailed, to allow for expansion. The final board has been removed and there is a gap for expansion under a fitted bead attached to the skirting board.

Trustees. JM stated that while both he and GC were happy to continue in their positions in the short-term he felt that the committee should make a concerted effort to boost the committee with some new blood. Several names were suggested. VF was under the impression that HW was finding the role of Primary Keyholder a little burdensome, now that she has a full-time job as well as looking after two young children.

JM thought it might be an opportunity to combine role of Bookings Secretary and Keyholder, since EG has held the position of Bookings Secretary for some 14 years. GM said that now she is retired and tied to home with her grandchild she would be prepared to take on the position. JM will sound out both EG and HW to establish their views. Action. JM.

Inventory. An inventory is still required with the new crockery in place. MH volunteered to help JM carry out the inventory in the near future. Action. MH and JM.

#### **5. Maintenance.**

The annual check on the fire extinguishers was carried out on 2 May 2017. The inspection was satisfactory. The foam fire extinguishers will be life expired at the inspection next year. They will be replaced and the Morgan Fire inspector said the company would attempt to match our quote for like-for-like extinguishers.

#### **6. AOB.**

Hallmark. Although the application for a visit from the Hallmark inspectors was requested last May, they were unable to schedule a visit in their inspection period last Summer. They have arranged an early visit on the 19th of June. GC and JM are attending and the inspectors may require one other committee member.

Carpark. VF flagged up the fact that Horsington Manor is up for sale. She suggested that since we already lease and maintain the car park, now might be an opportunity to see if the Phillip Colebatch would be prepared to transfer the freehold. CB suggested that a letter to Phillip would be the best way of opening the conversation. Action. JM.

FSRA. The Fire Safety Risk Assessment has been carried out and circulated to the members of the Committee. As part of the FSRA, the operation of the Fire Extinguishers must be demonstrated and a fire drill must be carried out. These must be minuted. The demonstration and the fire drill were carried out and are so minuted.

#### **7. Date of next committee meeting.**

The date of the next meeting will be 8 September 2017 at 1900.

The meeting closed at 1055.