

St Margaret's Hall Management Committee Minutes of Meeting

Wednesday. 30th August 2017. 1900

1. Present

Chris Bailward (Deputy Chair), Ann Franklin, Vicky Franklin, Charles James, Emilie Gordon, Jacqueline Pyne, John Macdonald (Chair).

2. Apologies

Gareth Cherry (Treasurer), Maria Hawkins, Gillian Miles, Hannah Williamson.

3. Proposal of Oliver Franklin to be a member of the Management Committee. Signing of the deed of trust if so proposed.

Olly was proposed by CB and seconded by JM. Olly was welcomed to the committee. Olly has been elected as Joint Chair of the South Cheriton Football Club and will be a valuable addition to the committee as a liaison with and representative of the club.

4. Minutes of previous meeting on 6th May 2017.

Previously circulated, signed.

5. Matters arising.

Lighting. Mark Pearson has installed the lumnaires in the Hall and a new exterior light for the Car park. As the committee could see these lights are a vast improvement on the old hanging fluorescents. The new lighting in all the rooms of the Hall are vastly superior and our thanks must go to Rupert Martin and Dextra. GC had proposed that we install a small plaque in the lobby to acknowledge Rupert's generosity. JM had approached the design engineer to see if the marketing department had such an item available. As yet he has had no answer and will make a follow up call. Action. JM.

Trustees. JM has approached Sir Edmund Burton and Michael Banton with a view to joining the committee. Both graciously declined on grounds of their commitments. Anita Hodges was also approached and has agreed to join the committee at the next meeting.

Inventory. Inventory was carried out shortly after the last meeting by MH and JM. There were a few minor discrepancies such as one or two missing glasses, probably breakages. There was one surprising discrepancy where the knives had increased in number.

Hallmark. JM reported that the Hallmark assessors, Mary Gordon and Elizabeth Middleton had submitted a favourable report. They generally found "the Hall is a well maintained building and is a credit to the hard work of the committee". Their one doubt was that, although we had sound financial procedures, they weren't written down. They urged us to produce a financial policy. This was done to their satisfaction and as a result we were awarded Hallmark status one. Also, Mary Gordon thought as good practice that we should renew long term contracts yearly. The certificate will be collected by JM at the AGM of the Community Council for Somerset in October. The resultant written Financial Policy and Procedures were previously circulated to the committee and approved. They and were proposed by CB and seconded by VF.

Car Park. JM wrote to Philip Colebatch with a view to the Hall either purchasing the car park (presently leased) or possibly Mr Colebatch might consider gifting it to the Hall. Unfortunately, the sale of the Manor was at a fairly advanced state and Mr. Colebatch felt that a sale would be likely to complicate matters. The new owners take over in September, and although they are unlikely to take up residence for another nine months, the committee felt that they should continue to press the case for purchase or gifting.

Floor. After the rectification of the floor, Mark Kendall suggested and that we would be wise to introduce airbricks in the east wall. Presently there are only two airbricks at a low level and Mark suggested that introducing four airbricks at the level of the floor would improve the airflow under the floor to help decrease the moisture levels. The committee approved the spend for four airbricks in the east wall. Action. JM.

6. Chair Report.

It's been a quiet summer.

The continuing insurance claim has been reported on elsewhere. The new lighting has been deemed a great success and we have had a glowing Hallmark report.

7. Treasurer's report.

St Margaret's Hall continues to maintain a strong financial position with accumulated funds of £9249. This takes into account the recent repair to the floor which was at a cost of £943; this should now finally have resolved the issue, which has been an annual problem!

With maintenance of the hall fully up to date (internal/external painting completed, floor repaired, new lighting, french drain, etc.,) we still maintain a decent cash buffer which should cover anything else should it arise in the future.

8. Booking's report.

We have the autumn approaching and all the classes starting once again. Pilates, Art and Upholstery have now been using the Hall for many years. The summer is always a quiet time and this year, although wet, has followed the trend, so there is nothing further to report.

9. Sport's report.

OF has been elected joint chairman of the South Cheriton United Football Club with Sean Mullins. Prior to this season the club had fallen on hard times. The youth clubs had reduced markedly mainly because clubs like Stalbridge are now free for children. The senior teams had garnered so many red cards that it had nearly bankrupted the club. OF considered this unsustainable. The club has been put on a new footing and while the youth teams have been reduced to one team, the under 9's, (under 15's having folded) the club and is now back in positive financial territory. The club are now operating with a men's Saturday team and the Sunday team will definitely be playing this season.

After OF's report there was some discussion about the locked gate to the playing fields. OF said the reason that the lock had been placed on the gate was because young men on motor bikes had been entering the playing fields and damaging the playing surface. JP pointed out that the requirements for evacuation of the hall in the case of emergency would require the gate to be open to allow evacuees to enter the car park. CB suggested that a solution would be to place a spare key for the gate lock at the exit door from the storeroom. Action. OF and JM.

10. Maintenance.

The only scheduled maintenance is for a boiler service in early November. The committee approved the spend for servicing to be carried out by our regular engineer, Martin Holloway.

11. AOB.

Floor claim. JM reported on the continuing claim by Mrs. Wood over her accident at the Hall. The insurance Company, Aviva, are dealing with the claim under the terms of our policy.

Risk assessment. In view of the recent local difficulty over the floor claim, JM felt it might be a good idea to have a more robust Risk Assessment policy than the rather ad hoc procedure now in place. VF and OF were asked what procedures they had in operation at their place of work and confirmed a similar approach to our present check was taken at the Garage. The committee felt that the present system of the monthly check of the emergency exit lights and a thorough look round the hall at the time with written comments combined with the weekly check by the Chair was adequate.

Trees. With the installation of the new car park light JM felt the height of the trees impinged on the illumination of the car park. The trees adjacent to the hall have not been topped for many years. The committee viewed the trees and CB pointed out that one of the trees, an elm, was dying. They agreed that the trees should be cut back and approved the spend on cutting back the trees. Action. JM

Playground. CB wished to raise the possibility of the Hall contributing to the fund for the new equipment for the playground. As chair of the Parish Council, JP was asked to give a brief resumé of the present state of play. The playground area was effectively condemned by the inspector and the Parish Council took the decision to close the playground as the insurance would not have covered any subsequent accident. Quotes for replacements are prohibitive (in the region of £25000 to £30000) and the Parish Council have not formulated a plan for the refurbishment as yet and need to have a plan in place before an appeal goes ahead. The Parish Council have a sum of money (£5000) for replacements. A villager, Kevin Wigley, has sent a letter to villagers to raise funds, but the Parish council has received no donations to date. CB suggested that when the Parish Council had a plan in place the Hall might consider a donation, but JP noted that she would not feel comfortable accepting monies from Village Hall funds.

Fund raiser. GC suggested we might have another of the Hall's popular dinners as a fund raiser in the near future. CB suggested that might be an opportunity to raise funds for the playground at the same time in a joint fund raiser. Action. JM.

Dog mess. JM noted that some villagers had taken to using the Hall wheelie bin as a receptacle for their dog mess. Mary Gordon, Hallmark assessor, was asked if they had a problem at her hall. 'No', was the answer; they don't have a bin, their hirers were given a bin liner and told to take their rubbish away with them. That may be an option for the future. JP has produced a 'no dog mess' notice which could be incorporated into a notice to encourage dog owners to desist from their objectionable actions. Action. JM.

12. Date of next committee meeting.

The next meeting will be held on the 1 December 2017 at 1900.

The meeting closed at 2035.