

St Margaret's Hall Management Committee Minutes of Meeting

Friday. 1st December 2017. 1900

1. Present

Chris Bailward (Deputy Chair), Gareth Cherry (Treasurer), Oliver Franklin, Maria Hawkins, Emilie Gordon, Gillian Miles, John Macdonald (Chair).

2. Apologies

Ann Franklin, Vicky Franklin, Charles James, Jacqueline Pyne, Hannah Williamson.

3. Minutes of previous meeting on 30th August 2017.

Previously circulated, signed.

4. Matters arising.

Lighting. JM apologised as he still had no contact with the Engineer he had dealings with at Dextra. He is going to attempt to contact the Marketing department of Dextra with a view to ascertaining whether they might have a suitable plaque to install in appreciation of the provision of lighting by Dextra. Action. JM.

Floor. For now the comprehensive rectification carried out to the floor appears to have the desired effect. In the minutes for the November 2016 meeting it was noted that the floor had deformed before the time of the meeting. Mark Kendall will install the airbricks when he has time in his busy schedule.

Trees. JM asked OF to update the committee on the situation with the trees in the car park. OF and his father have cut back the trees and are waiting for a suitable time to top the trees. It is possible the some of the Hazel could be laid to provide a more sturdy hedge.

Fund Raiser. It was decided to go ahead with the proposal to stage one of our popular Village Hall dinners to raise funds for the Hall. CB suggested a St David's Day theme and the date is to be the nearest Saturday to St David's Day, the 3rd March 2018. Action. Committee.

Dog Mess. JM has produced a poster to encourage the citizens of the parish to refrain from depositing their dog mess in the Hall bin. After a slight modification it was approved. JM pointed out that during his recent visit to the Community Council for Somerset AGM, a notice was issued about halls and waste. Disposal of waste from the community halls falls under the Controlled Waste Regulations 2012. Hall waste must not be recycled or disposed of through domestic collections. Presently, our waste is collected on the normal domestic collection rounds. The committee felt that we should maintain the status quo until such time as the council stops the hall using this service. It may be that the Hall will have to come in line with other community halls who instruct their hirers to remove all their waste from the hall itself.

5. Chair Report.

The Chair attended the Community Council for Somerset AGM in October, primarily to except the Hallmark certificate. The day included a training session devoted to Managing Community Buildings.

Robert Horn, a retired Civil Servant, now a Community Officer at CCS, gave a very useful run down on the role of Trustees.

The Keyholder handover between Hannah and Gill has been completed and our thanks must go to Hannah for her completion of the task over the last couple of years and to Gill for taking over the post.

6. Treasurer's report.

With cash on hand and accumulated funds standing at £8299 St Margarets Hall continues to remain in a strong financial position.

There was no exceptional expenditure over the last quarter away from the normal annual or quarterly bills. However the insurance claim made against us as a result of the accident in the hall (a lady fell through the damaged flooring irrespective of the warning signs) resulted in a 17.7% increase in premium to £990.14, although we were able to benefit from a 5% saving as a result of being a member of the Community Council for Somerset.

CB asked why the accumulated funds were substantially down on the last report. GC replied it was entirely down to the cost of the renewal of the insurance policy. He pointed out day to day running costs were covered by income throughout the year.

7. Booking's report.

It has been a very quiet autumn with not many parties booked. This may be an indication of the economy and people being careful. All classes are still running and seem to be happy. There is nothing further to report.

8. Sport's report.

The Saturday team are 6th in their league and the Sunday team in top place in theirs. The only youth team, the Under10's are progressing well in 2nd place. There is a possibility that the Club will be able to field a Veterans (over 35's) team next year and there is talk of resurrecting the cricket team.

After OF's report there was some discussion about the present state of the changing rooms. After nearly 20 years these are in need of refurbishment and it was agreed that OF will seek quotes for the necessary work. Presently all maintenance is done by volunteers from the football club, whose finances have been in some disarray over the last couple of years. OF asked what the arrangement was for payment of dues. JM stated that teams that use the changing rooms (normally the senior teams) should pay a sum of £9 per use. OF requested that the Hall might consider a moratorium of fees for the rest of the season and in return the volunteers would do their bit by keeping the surrounds tidy. This was agreed by the Village Hall Committee and will be reviewed at the start of the next football season.

10. Maintenance.

The boiler was serviced in the first week of November and is still performing at 93% of net efficiency.

OF requested we complete a risk assessment of the platform and stairs to the rear of the changing rooms.

11. AOB.

Report on training day at CCS. JM gave a report on his day at the Community Council for Somerset AGM. There was an interesting training session devoted to Trustees. In essence the committee can be assured that we are generally adhering to best practice.

There were several suggestions put forward including one for a welcome letter to all new villagers to apprise them of the Village Hall and its facilities. GC suggested it might be a good idea to send a letter to all villagers to update them on resources. Action. JM.

The speaker also suggested that we should require regular users of the Hall to sign an hiring agreement annually. Action. JM.

There were further comments the committee should take into consideration, firstly, that we should consider having a business plan and secondly, risk assessment should include financial risk.

Finally, JM issued a paper on 'How to Disrupt Meetings and Waste Time'. This was for general amusement and not to be taken too literally.

12. Date of next committee meeting.

The next meeting will be held on the 2 February 2018 at 1900.

The meeting closed at 2010.