

St Margaret's Hall Management Committee Minutes of Meeting

Friday. 7th December 2018. 1900

1. Present

Vicky Franklin, Emilie Gordon, Maria Hawkins, Gillian Miles, Jacqueline Pyne, John Macdonald (Chair).

2. Apologies

Chris Bailward (Deputy Chair), Gareth Cherry (Treasurer), Ann Franklin, Olly Franklin, Hannah Williamson.

3. Minutes of previous meeting on 7th September 2018.

Previously circulated, signed.

4. Matters arising.

Fund Raiser. Judging by the numerous notes of thanks the Village Hall dinner was rated a success. Financially, it was also favourable with the sums raised at just over £1000. While the costs per person were roughly the same as the previous dinner the increased revenue was in part due to the raised ticket prices. An article has been published in the Villager thanking all those who took part.

Changing Room Stairs. JM has checked the cost of replacing the decking on the changing room stairs. 5 inch decking comes out at £1.50 per metre excluding VAT. OF and JM will be removing and replacing the decking at some future date. Total cost for 81 metres required, £145.80. Committee approved the spend. VF pointed out that while she had every confidence in OF and JM's workmanship, she thought that the final work should be passed by a qualified person. Action OF, JM.

Cess Pit Manhole Cover. The cover has now been completely overgrown. JM suggested a wait until summer to cut back the vegetation and build up the sides before replacing the cover with a more robust plate. There was some discussion as whether the foul water was discharged into the mains, the pit was a septic tank or more likely, because of its age, a pit with a soakaway. VF pointed out that regulations change in 2020. If your property's septic tank discharges to a watercourse, not a soakaway or drainage field, you must replace or upgrade the system by 1st January 2020. When Mark Kendall installed the French trench at the front of the Hall, he checked all the drains at the same time and couldn't ascertain where the final outflow was. There are no records as to whether the Hall is on the mains. There is no nearby watercourse. By a process of elimination it is most likely that the Hall's system is a pit that drains into a soakaway. As such, it is not subject to the regulation change in 2020.

5. Chair Report.

Very little to report since the last meeting apart from the Village Hall dinner at the end of October. Judging by the response we had from villagers after the meal it was regarded as a great success. Financially even more so, because we managed to raise just over £1000 for the Hall.

6. Treasurer's report.

With the success of the Village Hall dinner raising £1031.21 the finances have improved and with the normal revenue and expenditure expected we should be able to break even this year; currently we are £448 cash flow positive with 4 months of the financial year left. I'd note as well this is the most successful dinner in terms of money raised during my tenure and demonstrates the importance of holding this event every 12-18 months as it keeps the Village Hall sustainable as well as bringing the community together.

7. Booking's report.

The Hall is running smoothly with all the usual classes. We have had some private parties and the Village Hall dinner was a success. We have a booking for the District and Parish Council elections for 2 May 2019.

8. Sport's report.

JM read the South Cheriton Football Club's report which had been published in the latest copy of the Villager.

9. Maintenance.

The boiler service was carried out on the 14th November. The boiler continues to operate efficiently and it's only requirement was a new burner jet.

10. AOB.

Dogs. JM on a recent visit to the Hall was surprised to encounter a dog. He gently pointed out to the owner that under the Conditions of Hire (CoH) only guide dogs were permitted in the Hall. (**19. Animals.** The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.)

JM was subsequently approached by a member of one of the Art Classes with a proposal to change the relevant Condition. JM checked the previous CoH (prior to 2012) and the wording is almost exactly the same, so the CoH has been extant for quite some time. JP opined that it might have been introduced after the new floor was laid. JM also contacted Gill Elston (a prior Chair) for some background information. Gill had no recollection of the exact wording of the CoH, but at one stage said that there had been a dog training class, but of course there were special conditions attached to it.

Interestingly, all members of the committee, except one, either own dogs or have recently owned them. One might have expected that this proposal might have been viewed favourably, but the committee voted overwhelmingly to retain the condition in its present form. The view was that it was perfectly reasonable to request entry from the Committee on special occasions, but not for carte blanche ingress for animals.

Locking of Cleaning Materials Cupboard. JP requested that the cupboard be left open or a key be available. VF pointed out that under Health and Safety rules cleaning materials should be under lock and key. JM had been advised on the same point by Hallmark inspectors. At present there are two keys for the lock, one on the master set of keys and one kept by the cleaners. A suggestion was made that an extra couple of keys were cut, one to be kept by the WI and the other to be kept by the primary keyholder. Action. JM.

11. Date of next committee meeting.

The next meeting will be held on the 8 February 2019 at 1900.

The meeting closed at 2000.