

St Margaret's Hall Management Committee Minutes of Meeting Friday. 8th February 2019. 1900

1. Present

Ann Franklin, Emilie Gordon, Gillian Miles, Jacqueline Pyne, John Macdonald (Chair).

2. Apologies

Chris Bailward (Deputy Chair), Gareth Cherry (Treasurer), Olly Franklin, Vicky Franklin, Maria Hawkins, Hannah Williamson.

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

Previously circulated, signed.

4. Matters arising.

Locking of Cleaning Materials Cupboard. Rather than carrying out the last meeting's suggestion that we should get extra keys cut for the padlocks, JM deemed that it would be a better solution to purchase combination padlocks. Two padlocks have been purchased and fitted. JP and GM have the combination and if necessary the WI and other hirers may access the cleaning materials cupboard if required.

5. Chair Report.

Very little to report. Without wishing to tempt fate, the rectifications to the floor appear to have had the desired effect for a second year, especially as the weather has been particularly wet recently. We have a new exercise class on Thursday which has started with the possibility that it might continue beyond the initial five weeks.

6. Treasurer's report.

A relatively quiet quarter, however positive cash flow was generated. There are no major expenditure items to report with the only maintenance being Mark Pearson being instructed to carry out a couple of C2 items (remedial action required) from the NAPIT inspection at the request of Allied Westminster (the Village Halls insurer) although the cost has yet to be invoiced. Works for the repair of the changing room decking after inspection will be instructed once the weather has improved. The hall has funds on hand, particularly after the success of the fund raising dinner, to meet this repair/maintenance requirement.

7. Booking's report.

The Village Hall has been quite busy with more children's parties booked and a possible exercise class added to the weekly programme, which would be good news. All the classes seem happy and the Village Hall ticks on steadily.

8. Sport's report.

To be advised.

9. Maintenance.

Recently the kitchen water boiler has blown the circuit breakers for the electrics in the hall. Our electrician Mark Pearson has located the fault and has isolated the boiler. A new boiler has been sourced (like for like) for £108. Mark will fit the new boiler as soon as his busy schedule allows.

JP pointed out that the seal on the kitchen refrigerator has perished and needs to be replaced. New seal to be purchased and fitted. Action. JM.

10. AOB.

Electrical inspection. As GC intimated in the Treasurer's report, our insurance company have been asking questions about our previous electrical inspection completed on 3 April 2016. They require the Hall to upgrade certain items. Mark Pearson has been pencilled in on the 19th February to upgrade three items in order that the Hall is deemed satisfactory for the purposes of our insurance.

Charities Commission. JP advised the committee on recent changes that the Charities Commission require for the filing of our annual report. The Commission now insist that in addition to the present information they have on file for Trustees, email addresses should be added. JP filed the report which generated an automatic email to all Trustees. JM pointed out that as his email is on the website for contact he regularly gets emails from third parties. He has checked the Commission's privacy policy. No information including mail addresses should be published unless for contact information. If any of the committee start receiving unsolicited emails from third parties they should contact JM as soon as possible. He will then raise the matter with the Charities Commission.

Summer ball. GM asked if committee members would be kind enough to advertise the Midsummer ball to friends and acquaintances. The event will be held on the playing fields on 29 June 2019 in aid of Prostate Cancer UK.

11. Date of next committee meeting.

The next meeting will be the AGM held on the 4 May 2019 at 1000.

The meeting closed at 1920.