

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

Saturday. 4th May 2019. 1020.

1. Present

Chris Bailward (Deputy Chair), Gillian Miles, Jacqueline Pyne, John Macdonald (Chair).

2. Apologies

Gareth Cherry (Treasurer), Ann Franklin, Vicky Franklin, Oliver Franklin, Maria Hawkins, Emilie Gordon, Hannah Williamson.

3. Election of Officers.

Before the Election of Officers there was a lengthy discussion on the position of both the Treasurer and the Chair. As GC had pointed out in the Treasurer's statement he has been in the post for 11 years. JM has been in the post of Chair for 7 years. It was stated at last year's meeting that, ideally, the Charities Commission prefer that posts should not be occupied for more than 5 years. GC feels it is time for someone else to take on his duties. JM commented on his own position, that during his tenancy he had felt his duty was to improve the fabric of the building. To a large extent this has been done and the Hall is now a welcoming place. While he was capable of the day to day running of the Hall, he felt it was necessary to have a Chair that was able to market the Hall, something he did not feel were within his talents. This has now become more important as we do not have a positive cash flow and as GC pointed out it will be necessary to have fund raisers every year to fill the gap if the Hall is to continue as a viable facility for the Parish. CB said he would be prepared to take on the treasury duties under the tutelage of GC. Also, CB said he would approach Richard and Libby Gaunt, who are villagers with experience in the marketing field.

JM was re-elected Chair. Proposed CB, Seconded JP.

CB was re-elected Deputy Chair. Proposed JM, Seconded JP.

GC was re-elected Treasurer. Proposed JM, Seconded JP.

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 JP, Seconded GM.

4. Signing of the Deed of Trust.

The document was circulated and signed by those present.

5. Minutes of previous meeting on 8th February 2019.

Previously circulated, signed.

4. Matters arising.

Electrical inspection. Mark Pearson has completed all the requirements of our insurance company. We now have a Certificate of Compliance from NAPIT. The next electrical inspection is scheduled for April 2021.

5. Maintenance.

Fire extinguishers. The next annual inspection is due to be carried out on the 15 May 2019.

6. AOB.

FSRA. The Fire Safety Risk Assessment has been carried out and JM read the salient points 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.

The question of access to the car park post fire drill was raised. Presently, the gate is locked. The SCUFC have had problems with dog and horse owners entering the field of play, so, understandably, have been loath to allow free access. CB suggested a key be obtained and positioned in a suitable receptacle near the last fire door. Action. JM.

Weathervane. The weathervane collapsed in the recent strong winds. OF has re-welded the arms of the vane and JM has replaced the rotten wood and repainted the vane. The weathervane will be re-erected in the near future.

Trustees. The situation of the Treasurer and Chair was discussed at the election of officers. JM mentioned the workshop provided by the CCS for Marketing and Promotion to be held at a date in June or July to be notified.

Charity Ball. GM asked if it would be possible to rig an electrical line for the Marquee. In principle Mark Pearson should be able to rig a line from either the changing room Token box or from an electrical socket in the Hall. In the latter case it will be necessary to read the meter prior to and after the function. The committee approved the request as long as the electricity was paid for.

7. Date of next committee meeting.

The date of the next meeting will be 27 September 2019 at 1900.

The meeting closed at 1100.