

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

Saturday. 5th May 2018. 1010.

## **1. Present**

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

## **2. Apologies**

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

## **3. Election of Officers.**

JM was re-elected Chair.

Proposed JP, Seconded EG.

CB was re-elected Deputy Chair.

Proposed MH, Seconded GM.

GC was re-elected Treasurer.

Proposed MH, Seconded AF.

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 EG, Seconded MH.

JM pointed out that GC had now been Treasurer for ten years and he had been Chair for six. Both felt that they had come to the end of their useful tenure and it was of the utmost import to look for replacements. (Discussion during the subject of Trustees in Any Other Business).

## **4. Signing of the Deed of Trust.**

The document was circulated and signed by those present.

## **5. Minutes of previous meeting on 2nd February 2018.**

Previously circulated, signed.

## **4. Matters arising.**

Lighting. The plaque acknowledging the kind donation of Rupert Martin of the Dextra Group of the lighting for the Hall is now in place.

Trees. The trees adjacent to the Car Park have been cut to a lower level than expected due to the many diseased elms. The suggestion was that some hedge saplings could be purchased to provide a screen. CB has suggested that it might be worthwhile waiting a year to see how the growth from the old hedging progressed.

Fund Raising. There is a much needed requirement for fund raising events. GC has suggested a Village Hall dinner to supplant the ill fated February function. A suggestion of a Halloween themed dinner or a Guy Fawkes theme in November were put forward. Also, a suggestion for a race night which has previously been held in the Hall and was a successful fundraiser for the Church. A possibility to recruit Paddy Hughes to recreate one of his excellent music nights. There was talk of a pantomime which Richard Gaunt and CB could possibly stage in the Hall. An advert to be placed in the Villager Magazine as soon as possible for the autumn dinner. Action. JM.

## **5. Maintenance.**

Three new foam fire extinguishers have been purchased to replace the life expired extinguishers. These will be commissioned at the next annual inspection which is due to be carried out on the 11 May 2018. JM suggested that the time expired extinguishers could be utilised by committee members or others for a donation to the Hall's funds.

## **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.

Trustees. As JM had previously commented on the situation of the Treasurer and Chair during the elections of officers, it is now imperative that new blood should be recruited to take over those posts. JM felt that he had achieved as much as he could and it was necessary for a new leader to provide new strategies for the future of the Hall. He has contacted two prospective candidates for trusteeship. Adrian Pratt and Marcus Ferguson. Both have indicated that they may be willing to serve. Marcus would be especially useful as he has a background in IT in commerce. (Facebook and Twitter, etc). JM circulated the latest 'Trustees Duties at a Glance' issued by the Charities Commission for the Committee to peruse.

Rates of Hire. The rates have not been changed since 2008. EM pointed out that there had been the occasional hire for one hour, which with all the work involved was not exactly cost effective. JM suggested now might be the time to consider a rate rise. EM countered that it might be counter-productive. VF suggested that as long as our regular class users maintained their rates and then it should not be a problem to raise rates for new users. JM opined that it might be a good idea to have a minimum of two hours for hiring. EM felt that a new local rate of £5 per hour (plus the additional rate for heating) with a minimum hire of two hours would not be burdensome. The rates for the regular users of the Hall should not be increased. Hallmark have a requirement that yearly contracts be signed by regular users. The rates would then be explained to the regular users when the new contracts were signed. The committee agreed. Action. JM.

Application to Hall and Woodhouse's Community Chest Fund. JM has made an application to the Community Chest for money to purchase new chairs for the Hall. There would be a need to raise funds to supplement any donation from the Community Chest. The chairs would cost approximately £38-£40 per chair. The requirement would be for 100 chairs. Some of the old plastic chairs would be retained for the use of, for instance, the art classes.

GDPR. There is a requirement for the Hall to adhere to the General Data Protection Regulation which comes into force at the end of May. JM circulated an appendix produced by ACRE to give a flavour of what was involved. It should not be too complicated, but the committee will need to formulate a policy on the subject. Action. JM.

## **7. Date of next committee meeting.**

The date of the next meeting will be 7 September 2018 at 1900.

The meeting closed at 1103.