

# St Margaret's Hall Management Committee Minutes of Meeting

Friday. 23 September 2022. 1920.

## **1. Present**

Vicky Franklin, Gillian Miles, Jacqueline Pyne, John Macdonald (Chair).

**2. Apologies** Chris Bailward (Deputy Chair, Treasurer), Gareth Cherry, Maria Hawkins, Oliver Franklin, Emilie Gordon, Liela Moss.

## **3. Minutes of previous meeting on 14th May 2022.**

Previously circulated, signed.

## **4. Matters Arising.**

Building Exterior. The decoration has been completed to a high standard, with all the rotten wood replaced. It should be good for another 8 to 10 years. The external wood of the storeroom, decking and stairs have been coated with a longer lasting weather coating recommended by James Dyke, rather than the wood stainer previously used. The metal stairs at the end of the building have been coated with Hammerite and the stair tread edges have been repainted with a white paint to add to safety.

Chairs. 100 chairs have been purchased and are installed with a trolley in the storeroom. The Art groups have requested the Hall keep some of the old chairs for their use. 40 chairs were purchased by St John's Church and a generous donation of £75 was made. JM has written a letter of thanks to the Church Treasurer. There are still approximately 25 chairs available for disposal.

Banking. As CB has described in his Treasurer's report, the changeover to Santander has been completed.

Changing Rooms. The changing rooms need to be upgraded, painted and equipped with LED lighting. When this is completed a deep clean will be carried out and the teams using the changing rooms will be expected to maintain that level of cleanliness. Action JM. OF.

Village Hall dinner. John Sansom has booked the Hall for a Christmas dinner for a fundraiser in aid of the village defibrillator on the 11th of December. This rather precludes us having a Village Hall dinner in December and the committee were asked for suggestions for an alternative date. The 14th of February seemed to be favourite with a possible theme of Valentines/post Covid.

Table cloths. Now that the WI no longer have a branch that meets in the village, we will not be able to utilise their table cloths. JP undertook to make some tablecloths for the Hall. She will source a poly cotton material that washes well in a colour scheme that would match our present scheme in the Hall. Action JP.

## **5. Chair report.**

*The chair hoped that everybody had had a good summer and welcomed them back. It has been a fairly eventful summer with the arrival of the new chairs and the complete overhaul of the outside of the Hall. JM noted that while the summer had passed relatively quietly we must keep in mind there are hard economic times approaching and we should be vigilant about heating, etc. He thanked the committee for continuing to work away at all the functions necessary for the smooth running of the Hall.*

## **6. Treasurers report.**

*Since the last meeting and AGM our bank accounts have moved from HSBC, who were charging us £5 per month to maintain our account with extra charges for cheques and other items, to Santander who, for the time being, give freely of their services: the saving of about £75 per annum is most welcome and the Santander on-line banking system is a joy to use.*

*As well as moving the current account we have transferred the balance of the COIF account to a Santander Business Savings Account which pays a small amount of interest and means that I can make transfers between the two accounts with ease. Members of the Committee should note that I am able to make payments without other authorisation, although I ensure that I clear all payments with the Chairman. Gareth Cherry has remained a signatory on the account and, in John's absence, I would clear payments with Gareth.*

*We currently have £948.68 in our current account and £17503.68 in our savings account having paid for the new chairs (£3588) and the woodwork repairs and subsequent painting: the repairs and painting have cost a total of £5420.*

*I have negotiated a new Hall insurance premium with Zurich insurance of £572.78 at a small saving against last year's premium of £596.49. This is subject to a Long Term Agreement which should roughly maintain that premium over three years. As they were offering the facility to spread payments over 10 months at no additional cost I have set up a Direct debit.*

*Although our bank balances are very healthy, as I pointed out at the AGM, we are running at a small annual deficit although letting income has improved considerably with regular income from two art groups and yoga and several one off events.*

*Whilst we have the money we should take the opportunity to carry out any further works to the Hall. We discussed replacement of the Doors from the dressing rooms with Upvc and we also talked of redecorating and upgrading the dressing rooms.*

## **7. Bookings report.**

*The Village Hall has been busy even though it's been the summer holidays with a number of children's and adult parties.*

*The winter term has started with all the classes up and running.*

*And already a Christmas lunch booked in the diary.*

*So things are looking good for the hall.*

## **8. Sports report.**

*TBN.*

## **9. Parish Council report.**

*Two dog poo bins have finally been placed in the village. One is by the pond and the other is by the footpath entrance between the cemetery and the school.*

## **10. Maintenance.**

Fire extinguishers. The fire extinguishers were inspected in June. There is a requirement for the kitchen CO2 extinguisher to be replaced in January. Cost c£25. The annual Boiler Maintenance is due in November. JM asked for approval for both. Committee approved. Action JM.

## **11. AOB.**

Heating schedule. Some years ago, when the hall had problems with the floor during the winter, we instituted a heating schedule that heated the hall twice a day to aid the drying of the floor. After rectification, the floor hasn't bowed for at least five years. JM suggested we start a schedule of once a day, primarily to aid finances (because of the increased cost of oil) but also to avoid cold soak in the building during the winter. JP pointed out that it took quite a while to heat the hall after hirers had entered the hall and put the heating on. The committee decided that on balance a schedule of once a day (morning) was acceptable. Action JM.

Banking, (BAC's). GM raised the point that it was difficult to determine whether hirers had banked their fees when using BAC's. While it was straightforward to issue a receipt to hirers who had paid by cash or cheque, the same could not be said of hirers who paid via the Internet. JM said that as long as there was a paper trail for the Treasurer to follow there should not be a problem. GM countered by saying that she could not issue a receipt from her book because she could not ascertain whether the hirer had paid or not. The committee determined that it would be acceptable for GM to issue a copy of the required amount due. A plain paper booklet would be purchased to fulfil the purpose of providing a copy for the treasurer to check payments made. Action GM. JM.

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

The date of the next meeting will be 2 December 2022 at 1900.

The meeting closed at 1950.