

EATON BISHOP VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 25 OCTOBER 2017

Present: Chrissie Atwell (Chairperson) *CA*
Moe Netting (Secretary) *MN*
Alex Morgan (Treasurer) *AM*
Julie Davies (Bookings Co-ordinator) *JD*
Phil Davies (Caretaker) *PD*
Mick Netting *MDN*
Clive Harper *CH*
David Darts (Gardening Club) *DD*
Rosie Robinson (Outgoing Chairperson) *RR*

WELCOME

CA welcomed everyone present and informed the meeting that DD would have to leave early. DD enquired about the Christmas hamper for the Christmas Market. The meeting was informed that Edna Fleck had volunteered to provide a hamper and to sell tickets on the day. DD informed the meeting that he would be bringing along some vegetables from the Allensmore Allotment Association for the November Market and would also be inviting the two people who had donated the vegetables to join us for coffee and a bacon buttie.

UPDATED CONTACT DETAILS

CA explained that the utility companies had been informed of contact changes but that Utility Warehouse wanted a letter from RR to confirm the changes. MN was waiting to hear from the Council to change contact details on their Village Hall website and had emailed Initial and the Fire Protection Services. Unfortunately MN had been unable to contact the Charity Commission as there was a problem with the log in code but RR and MN would attempt to contact them again.

ACTION MN and RR

MAINTENANCE ISSUES

CA enquired if Monnow Electrics had been in touch. PD informed the meeting that he was waiting to hear from them. He had been promised a phone call by Wednesday but had not had this although he pointed out that he had been told they were very busy. CA asked if there was anybody else that could be used. However, RR informed the meeting that Phil Jones from Monnow Electrics had the necessary qualifications to do the work and to sign off the work once completed. The fans in the kitchen needed replacing and MDN and CH pointed out that two emergency lights in the hall were not working and needed urgent attention. RR pointed out that this was probably the responsibility of the Fire Protection Services and suggested that someone contact them initially. The lights should have been checked when the FPS carried out their annual check in July. MDN informed everyone that to replace the 6' florescent type safety light would cost in the region of £250. It was agreed to speak to FPS. CA asked if there was anyone else we could approach for a quote. MDN agreed that two quotes should be obtained as a matter of procedure. CA wondered if there was any benefit in changing to LED lights. MDN agreed that changing to LED would give a large saving and the money spent on repairing current lighting could go towards replacing the entire lighting. A grant may be available to LED lighting.

ACTION – CA TO CONTACT FPS

CA thanked everyone who had been involved to the maintenance of the hall with painting etc. CH informed everyone that everything that had been highlighted on the report had been done. RR raised the question of the damp patch inside the ladies toilets. However, it was felt that this was due mainly to insufficient circulation of air in that area. CH agreed to look at it. It was also pointed out that the formica strip in the ladies needed replacing and DD would attend to that.

ACTION – CH AND DD

Internal Insulation – Quotes had been received for this but it was felt at the time that the outside maintenance issues needed to be addressed first. It is difficult to get builders to give like for like quotes without a design plan. A discussion followed on how best to improve the heating of the hall. A suggestion was to put a door in the space by the store room. This would have to be a fire door and would prove to be expensive. RR pointed out that there were grants available but would probably have to be match funded with any grant. RR offered to help CA with how to approach this. It was now felt that internal insulation was a priority. CA had recently visited Breinton Hall and remarked at how warm and welcoming it was. They had convector heating. MDN told the meeting that they had been advised that the Village Hall had the best type of heating for the current usage of the hall. However, it was intended to increase the use of the Hall and the heating might warrant changing at some future date. RR pointed out that ACRE would be able to help with advice. CH suggested engaging an architect to draw up plans to ensure that the quotes were like for like. CH would speak to his contact.

A discussion followed on how to extend the capacity of the hall - using the Jubilee Room as a seating area; having a mobile stage etc.

ACTION – RR AND CA; ACTION – CH

NEW CLEANER

CA and MN were meeting with a prospective cleaner on Thursday and CA would feedback to the Committee on the outcome. CA asked for opinions on how often the hall should be cleaned. PD pointed out that he always checked the hall when carrying out his weekly fire checks and was happy to check the hall after every event.

He reported that someone had left the outside lights on. CA thought a sign by the door to remind users to switch off the lights would be helpful.

ACTION – CA AND MN; ACTION – PD

WEBSITE

It was agreed that the current website for the Village Hall (via Eaton Bishop Facebook page) was extremely difficult to navigate and everyone agreed that the Village Hall should have its own website. RR pointed out that the Village Hall Committee had paid for the current website for 3 years. It was important that there was a calendar on the website and that this was kept up to date for bookings and invoicing purposes. DD asked if the Gardening Club could have a link. AM informed everyone that her partner would be able to help with security issues around the website. AM agreed to set up a Facebook page purely for the Village Hall. AM had set up a Village Hall email address which would have

to be fielded. The Committee was unanimous in its wish to set up the website with immediate effect. CA to move this forward.

ACTION – CA ACTION - AM

CA had had a meeting with Mary Kimber from the Fundraising Committee and was informed that the Committee would be stepping back in the future from some of their fundraising events and would be concentrating on quiz nights and one big event per year. This might have an impact on any funds raised for the Village Hall. A discussion followed on fund raising events that the Village Hall could organise themselves. RR was happy to assist with this.

FARMERS MARKET

CA had had one apology from Hazel for the next market. Mike Morris (cards and gift wrappings) would be a new stall together with the return of the French vintage stall as well. It was agreed that the maximum number of stalls for the Christmas Market was 12. RR suggested approaching the woodwork chap and it was agreed that CA and RR would visit him at the Vowchurch Market this Saturday.

ACTION – RR AND CA

ANY OTHER BUSINESS

Alex volunteered to cover the bookings for two weeks whilst Julie Davies (Bookings Co-ordinator) was on holiday.

ACTION - AM

DATE OF NEXT MEETING

22 November at 7.30 pm in the Village Hall.