

**MEETING OF THE CREECH ST MICHAEL VILLAGE HALL MANAGEMENT COMMITTEE
AT THE VILLAGE HALL
FRIDAY, 21st OCTOBER 2016**

Present: Peggy Cartwright, Iris Chown, John Davenport, Liz Evans, Robert Harris, Lynn Gates, Chris Roberts and Gill Underhay.

1. Apologies: None.

2. Minutes of the Last two Meetings were accepted as a true record and signed.

3. Matters Arising

Liz had received a letter from the Bowling Club confirming they now had their own insurance. She therefore contacted our insurers who said we would have a £13.52 rebate. Liz had also informed them that we had Hallmarks 1, 2 and 3. Iris had not contacted Julie yet as she had been away but would drop off a note. Iris apologised that the state of the hall floor had been mentioned at the second meeting but had been missed off the minutes and would add an amendment. Luckily the floor was now OK. It was agreed that the policy documents would be discussed at the next meeting. Lynn would email suggested amendments.

4. Resignation of Chairman/New Committee Members

Since the last meeting Peter Savage had resigned as Chairman and a Trustee of the Village Hall and a discussion took place on his replacement. It was proposed, seconded and agreed that the Vice Chairman, Lynn Gates, should step up and takeover as Chairman until the next AGM. Lynn felt it important that we should find new committee members and would advertise on the village's Facebook page. Reference was made to Peter's name being removed as a signature for cheques and for Lynn to have hers added. John to provide the paperwork.

5. Correspondence

All emails had been forwarded, mainly from Community Council. Taunton Deane Borough Council had written regarding reviewal of rates, which was noted.

6. Treasurer's Report

John distributed copies of the accounts as at 31st August 2016. He did not have the figures up to the end of September yet. The loss this year was now £2,112.00 and balance at bank £19,294.00. Section 106 project costs to date amounted to £2,686. Lighting costs of £2,362 had now been paid. John stated that annoyingly we had excess transaction costs of £7.50 and a further one would be forthcoming. John was thanked for his work.

7. Section 106 money – update

Iris had handed over the box of documents from Pete to John and Robert. John referred to decisions which would need to be made by Trustees. It was agreed that Robert and John could ring Lynn should they need advice. Robert said they did not have a copy of the application form submitted to Debbie at Taunton Deane but she obviously has the original. John and Robert would be contacting the architects and Debbie. A discussion took place on future funding, CIL and the Neighbourhood Plan. Iris had contacted Viridor but we were unsuccessful. She had applied to Yorkshire Building Society for £100 and would download Lottery application forms.

8. Hallmark Award Report and Report on CCS Meeting

Gill and Iris referred to the fact that not only had we had been awarded Hallmarks 1, 2 and 3 but were also the winners of a cup as the best hall in Taunton Deane. Gill was hoping that a cabinet could be constructed in which to put the cup and the certificates would be framed. Gill gave a report on the Community Council meeting. There was a speaker from HMRC regarding employment (or self employment) of cleaners. It would appear the contracts we are currently using were not valid. To employ the cleaners ourselves would involve tax, insurance and pensions. A discussion took place on using an agency and it was decided that Gill should urgently approach agencies to ask if they could take on our cleaners.

Action

IC

LG

**LG
JD**

All

JD/RH

IC

GU

GU

9. Trust Deed

Our former Chairman had forwarded the draft Trust Deed and Iris agreed to email it around (with the solicitor's amendments). Members would be asked to read it though and make any suggestions. Once agreed by everyone it would be forwarded to the Community Council and then the Charities Commission.

IC
All

10. Booking Secretary's Report

Nothing much to report. No complaints or groups cancelling. Jittabugs had increased their numbers. In the past the French group had complained about the noise so Gill intended to put hooks over the doors and put up curtaining whenever both groups were using the hall. Robert asked if we should ask builders to quote for soundproof doors. Gill was having problems again with the Blood Bank due to lateness of paying their invoices. They had paid the car park fee however. Lynn asked about a key safe and Gill stated that one was available from Screwfix and she would purchase it. Lynn suggested tagging all keys individually. Lynn asked about Gill's availability as a complaint had been made. It was agreed that a new answerphone should be purchased for Gill.

GU

GU

11. Caretaker's Report

Gill said the flooring in the main hall had righted itself. However to prevent it happening in future it was recommended that the laminate flooring just outside the lower committee room door should be replaced with the same quality wooden flooring, to allow maximum breathing area of the whole floor. Thankfully we had no further problems with the hall structure but Gill had to contact Lincat again as, despite the installation of a new filter into the water boiler in the kitchen, it was not working correctly. Gill had experienced some minor problems with the weekend cleaner. Although good most weekend,s she had to take occasional weekends off and it fell to Gill to cover her. However one weekend both she and Gill were away but luckily Judy Sweeting, our weekly cleaner, arranged for her parents to assist. Gill recommended that someone more reliable should be taken on for the weekends. (In view of the discussion on contract cleaners however this could be resolved). On a more positive note, Gill was delighted to confirm that the hall had recently had a makeover and deep clean, as a result of our hall winning a competition by Cif. She was delighted by the result, which included painting and decorating and invited the committee to look around. She had contacted Cif to thank them, stating that the team had done a great job and how grateful we were for the prize. She also mentioned that the Cif team had been very complimentary on the state of the hall and they felt we must have an outstanding cleaner. Gill had passed on the comments to Judy. Many thanks were given to Robert for his continued hard work on the gardens in and around the village hall.

12. Review of Risk Assessments completed - The paperwork had been reviewed for the Hallmark inspection and was up to date.

13. Review of entries in Accident/Fire Book – No accidents had been reported.

14. Any Other Business

Christmas decorations: Robert asked for a small amount for decorations and it was agreed that an amount up to £25 could be spent.

RH

Christmas fayre: A discussion took place on the joint fayre with the church on 26th November. It was agreed that notices should be displayed throughout the village and an advertisement on Facebook. Father Christmas would be in attendance. Iris suggested that the soup and puddings profit should be held by the church. Donations for stalls were requested. It was decided that an informal meeting should be held on Friday, 11th November, to discuss the fair arrangements. Liz suggested that a new fridge be purchased from the proceeds (or the present fridge repaired).

All

30th anniversary of the hall: It was agreed that there would be a celebration of the hall's construction in 2018. It would be an agenda item at the next meeting.

All

15. Date of Next Meeting – The meeting closed at 4pm. Date of next meeting: Friday 6th January 2017 (Later changed to 20th January 2017).