

CREECH ST MICHAEL VILLAGE HALL

The Creech St Michael Hall Committee met on Thursday 6th December at the Hall for an informal discussion.

Present – Iris Chown (president) Jan King (Chair) Margaret Gover (Secretary) Liz Sweeting (Treasurer) Linda Deeley (Booking co ordinator)

Apologies from Barbara Williams

Policies In order to maintain the Policies up to date, Margaret will make a Policy file with

Tea Towels Liz and Lin agreed to take the tea towels for laundry. Swapping every month.

Policies Policies will be placed in a file. A 'sign sheet' so that committee members can read and sign as a record. Making any comments for amendments. This file will be circulated annually.

Insurance Mike Palmer, as Treasurer has received insurance renewal in the past. It is unsure whether or not Liz would now receive documents relating to this.

Heating in order for the heating to be re set if necessary Jan will show all the committee how this works and write an instruction sheet.

Parties As the party bookings cause the most challenges Jan would like a committee member to meet the hirer at the beginning of the hire to show them how things work and at the end of the hire to ensure that the hall has been appropriately cleaned.

Caretaker Richard has been given a list of things to check weekly.

1. Check all of the following

Weekly

- lighting all rooms and corridors
- that dimmers are working
- all windows are locked and closed
- that there are sufficient toilet rolls
- that soap containers are full in toilets and kitchen
- all bins are emptied
- that the chairs and tables in the storeroom are stacked correctly
- check the outside bin, if full contact the Chairman
- sweep leaves from both doorways

Daily if possible

- All fire doors are closed securely
- Refill washing up liquid in both the main and Cartwright the kitchen

Monthly

Read electric solar panel and report to Treasure

Jan stated that she will be the Line Manager for the Caretaker and the Cleaners. If committee members feel that something needs attention please let Jan know she will deal with it.

Hand Driers The hand driers in the toilets will be replaced with more up to date and efficient models. **ACTION** Jan to investigate more efficient models and costs

Committee members and helpers. The committee is desperate to recruit new members. Jan will meet a couple on Thursday afternoon who have volunteered to help. A gentleman has agreed to help out at the market with collecting crockery and washing up. It was suggested that alternate meetings be held in the evening so that anyone unable to attend in the afternoon can be included. Those present were willing to do this.

Charity Commission Margaret will meet up with Iris to up date the Charity commission. They will need Chairman's report and the Annual statement of accounts.

The next committee meeting will be on 28th February 2024