



Creech St Michael Village Hall

MINUTES OF THE COMMITTEE MEETING HELD ON March 12TH 2025

1. The Chairman Welcomed everyone to the meeting especially Rebecca who was attending her first Committee meeting since being appointed as Village Hall Manager.
2. Present. Iris Chown (President) Jan King (Chair) Liz Sweeting (Treasurer) Lin Deeley (Booking co-ordinator) Gaynor Underhill; Martin Peat; Peter Brown; Barbara Williams; Douglas Jones; Margaret Gover (Secretary) and Rebecca Beautyman.
3. Apologies had been received from Annabelle Peters
4. The Minutes of the previous meeting were agreed as a true record following an amendment of hours in the requirement of the Job Description from 40 hrs per month to 32 hours per month. The minutes were signed by the Chairman.
5. **Matters Arising** - As the Baptist Church were not in a position to help the Spring Fair will not take place this year.
6. **The Chairman asked Rebecca to give the Report** on issues arising since taking over as Manager.

Cleaning and maintenance

- A weekly rota is now in place and work is scheduled
- There are weekly checklists of work
- Safety and maintenance checklists have been put in place

These checklists will provide information for cleaners and caretakers and ensure that nothing is overlooked

- New caretakers have started this week – and have been instructed in their role
- New signs have been put up to instruct users how the hall should be left after hiring

Advertising

- To ensure a larger online presence social media groups have been reviewed and made more 'user friendly' with information more accessible.
- Conversations are taking place with two local companies with a view to getting new Banners to advertise our events at reduced cost.
- Posters have been designed to all possible future events. These can be placed promisingly throughout the village encouraging more community involvement.

Last month's Big Breakfast provided the opportunity to speak with members of the Community to try and find out what can be done to bring people into the hall. Meetings are taking place with a Parish Councillor to discuss Fundraising Collaborations with the



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possibility of a different functions each month – anything which proves popular could become a regular event.

Tone Fire and Security have done regular 6 monthly checks and serviced our equipment. All fire extinguishers have been replaced. Advice was sought regarding the fire door when the proposed patio area at the back of the hall is done.

Private parking in the car park is continuing to be a problem. Various means of ensuring adequate parking for Hall users was discussed. It was suggested that Polite notices placed on windscreens might help. It was also suggested that the Baptist Church be informed when there are large parties booked at the hall on Sundays and more signage.

An inventory of all assets is almost complete. This will make it easier to check when replacements are required.

Coombers have carries out the Annual Check of the CCTV. They will be extending the installation in the Community Garden in the near future.

Quotes for cleaning the Solar Panels. There were differing opinions of what was necessary. This will need to be clarified.

7. Liz presented the **Treasurers Report** for January 1st -February 28th. (See attached)

Meter readings have been sent to EDF. We Currently owe over £2,500 but have not been sent an invoice. Liz has contacted them and asked that we be billed regularly.

Microsoft use is increasing from £79.99 to £104.99

After some complaints regarding the rise in charges for Car Park use to £25 it was agreed to raise the charge this year to £18 to be reviewed annually hereafter.

Financial Control Policy to be reviewed.

8. **Booking co-ordinators Report**

We have had 21 new booking requests in February and March. Some bookings are 3 or 4 months in advance. Rather than ask for a deposit Liz and Lin agreed that we would change the wording on the email sent to new customers explaining that the hall will be held for 7 days pending receipt of payment. This seems to be working well so far.

We have had a number of new customers including: Somerset Dowzers (who usually use Ruishton Village Hall), a clothes sale, Ffern Production for a video shoot of young bands in the area and Selworthy School SEND meeting. The Gang Show are using the hall for their rehearsals, the Keep Fit AGM takes place on 23rd March and PIP are using the hall for their Fish and Chip lunch for the over 65's.

SignedChairman Date.....



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Firehouse Pizza is back on Wednesday – please support them if you can and spread the word.

We are now charging £18 per booking for the car park which seems a fair increase.

Other Issues

Gaynor is getting to grips with the booking system so that she can take over when I am away.

I have really appreciated Rebecca's help with showing potential customers around and spending time with Ffern Productions and their electricians.

All regular bookers have been informed of the hall closure and holiday club from 28th July to 9th August 2025.

Noise – A complaint regarding the level and late night noise emitting from the hall has been received from local residents. Specifically for two weekend nights. It was acknowledged that there were parties in the hall on those dates. The booking Policies were reviewed and it was considered that as these incidents were infrequent and that hirers of the hall are all requested to be considerate of the nearby residents and keep the level of noise under control there was no need at this time to change the policy. However a letter to both users is to be sent specifically to the larger party informing them of the complaint. Peter will respond to the resident with apologies and reassurance that the planning for the garden is now underway and the new planting will more than adequately replace the buffer created by the hedge.

9. Community Garden –

There are still no updates from the Solicitor regarding the transfer of the lease of the land from Somerset Council. We are still operating under licence. Peter will telephone them as he has not had a response from e mail.

Rebecca has obtained quotes from three local companies for installing the patio area from the rear of the Hall onto the garden. It was agreed to ask Whites Landscapes to do the work once they have amended their quote to be more specific and to add their VAT number. It was agreed that all the 'tarmac' hardstanding be removed which will give more freedom to create a design. A discussion took place regarding the design and it was initially thought that we should ask a garden designer to do this. However following the meeting conversations took place between some members of the committee and it was thought that this may not be necessary as a rough draft of the features which could be included as per the suggestions of the community would suffice. Margaret had previously circulated a report of all the comments which were made when the residents were consulted at the last Market. We could then seek advice about the planting. This will be investigated during the coming days and a decision made.

Advice from the manager at Monkton Elm garden Centre was to rejuvenate the Laurel plants ASAP before planting them. Liz undertook to do this.



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10. The next Market is on Saturday 15th March . The banners have been amended and put up. Jan informed the Committee that the Environmental Officer would be attending the market on this occasion to inspect the kitchen and preparation and serving of food.

11. AOB

- 1. The Sequence Dance** group had complained that the floor was dirty and very sticky at their meeting on Monday. This was following the party which was the cause of the complaint about the noise levels. The hirers will not only be warned about the inappropriate and inconsiderate noise levels at their event but asked to pay an additional cleaning fee of £50.
- 2. Music Licence – Liz will deal with this.**
- 3. 5 year Electrical inspection _** this will be arranged at the time the Hall is closed in August

The next meeting will be held on May 14th at 6pm

The AGM will be held on Friday 13th June at 7pm - Rebecca will publicise

The meeting closed at 16.00 hrs

Signed..... Chairman

Date