



# Creech St Michael Village Hall

## Minutes of the

### Village Hall Committee Meeting held on September 11<sup>th</sup> 2024 at 2pm

1. Welcome - Jan welcomed everyone to the meeting
2. Present Iris Chown, President; Jan King, Chairman; Margaret Gover, Secretary; Liz Sweeting, Treasurer; Linda Deeley, Booking Co-ordinator; Barbara Williams: Peter Brown
3. Apologies – were received from Annabelle Peters, Gaynor Underhill, Martin Peat
4. Minutes –
  - a. The minutes of the previous meeting were agreed as true record and signed by the Chairman.
  - b. The Minutes of the Emergency Meeting were agreed as a true record and signed by the Chairman.
5. Matters arising – None
6. Chairmans report
  - a. The Charity Commission form has been modified to comply with the Charity Commission requirements.
  - b. Red Phone – A rota for this phone is pending
  - c. Fire alarm- has been checked
  - d. The floor renovations have been completed satisfactorily.
  - e. The storage room everyone helped to the equipment which is now safely stored.
  - f. Phone Router still pending. Users of the hall are able to access WiFi via a Guest portal. Treasurers Report
7. Treasurers Report – Liz has prepared a report which is attached.

She explained why the outgoings were more than the income. This is due to payments for recent repairs and maintenance have been taken from the Treasurers Account.

There are still outstanding invoices which Liz has tried innumerable times to collect. Some from as far back as 2022. Of the most recent in 2024 4 nonpayers have been emailed again. The 3 remaining are assumed to not have taken up their booking. The committee agree to take 9 invoices off the system as it is likely that we are never going to be able to collect these.



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## 8. Booking Co-ordinators Report

All clubs are back. The hall does have some spaces during the day – particularly Tuesday and Friday. Wednesdays are taken up with Pop In once a month but can be available on other days. Currently have two bookings for pop in in October – 2nd and 9th so need to check which is correct.

6 parties booked for September and 3 for October plus Golden Wedding party. One party was booked and not paid for in September.

Key codes still an issue but less so as far as I am aware. Problem is with organisations booking for third parties. I have emailed Ketan about the Blood Transfusion service and who to send the codes to and will chase him as he has not responded. Issue with Empower today either not having the code or not passing it on which we are currently looking into.

9. Carey Grove The committee approve the terms of the Licensing for changes, and all other Terms and Conditions imposed by Somerset Council to allow the Village Hall Committee to take over the lease of the Carey Grove Play Park. (Documents have been previously circulated to the Committee.) Insurance implications require confirmation that none of the committee will be involved in removing playpark equipment. A discussion took place regarding the disposal of the Play equipment and the design of the garden. Jan explained that this was all in hand and an outline planting design and plan would be available in the near future.

10. AOB None

The meeting ended at 3pm.

Date of next meeting October 23<sup>rd</sup> 2024 at 4pm

Signed..... Chairman

Date.....



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