

# Creech St Michael Village Hall

Minutes of meeting held on 31<sup>st</sup> July 2024

Welcome Jan welcomed everyone to the meeting

1. **Present** Iris Chown - President; Jan King – Chairman; Liz Sweeting – Treasurer; Margaret Gover-Secretary ; Lin Deeley – Booking Co-ordinator; Barbara Williams
2. **Apologies** Had been received from Annabelle Peters, Gaynor Underhill and Martin Peat
3. **Minutes of previous meeting**  
The minutes of the previous meeting were agreed as a true record and signed by the Chairman
4. **Matters arising**
  - i. **Film Night** - Lin has made enquiries regarding setting up a 'Film Night' and after explaining what is involved in terms of expenses and effort the committee decided that as we were so near to access to the cinema it wouldn't be beneficial in terms of fund raising.
  - ii. Jan had renegotiated the cost of broadband provision with BT and the rate has reduced by 50%. This did not include a new router which is required to improve the connection of the internet. JK will continue to pursue this.
  - iii. The Charitee Commission Trustee Form requires updating. MG will do this adding the information which is required.
  - vi. The shelves have been removed from the Cartwright Room
  - v. The Committee Phone arrived and was faulty. This has been returned and a replacement ordered. Once this is done an Information file and a rota will be set up. MG. JK.

## 5 Chairmans Report

The fire alarm is being tested on 9<sup>th</sup> August at 3.30pm

MP will meet JK and the flooring company on 14<sup>th</sup> and will take on overseeing the refurbishment of the floor.

The officers JK, LS, LD and MG had an informal meeting to discuss various administrative details. From the meeting it was suggested that the rent payable by Pop In, Sequence Dance, Thursday Art and the Gardening Club be reduced to 50%. This will encourage them to continue to offer activities and social contact to more vulnerable residents.

It has been suggested that a charge is made to persons hiring the hall for large functions for the use of table cloths and chair covers. It was decided to charge £100 to cover the cost of laundering these items. A pro rata cost will be negotiated for table cloths, chair covers. We will also offer setting up the room and clearing away for larger events for a charge of ?????

## 6. Treasurers report

LS Reported that we had not received any Payment from EDF for this year.

A payment had been received from Somerset Council in respect of the General Election. Other payments from them were still overdue, LS will continue to pursue this.

# Creech St Michael Village Hall

Some other overdue payments have been received. Still some outstanding.

There is a healthy balance in the general Treasurers Account which will allow payment to be made from this account for the work being carried out during the closure of the hall.

## 7 Booking co-ordinators report

LD reported that there had been a steady stream of enquiries and bookings. Social Services and health visitors booking have been cancelled'

One user had asked if the sound system could be louder. A childrens party was in progress at the time and the music could not be heard above the noise of the Bouncy Castle. The party was advised that it was not possible or advisable to increase the sound.

**8. Closure of hall** The hall will be closed for refurbishment from 12<sup>th</sup> – 26<sup>th</sup> August. All hirers have been advised and a letter sent to regular hirers. Regular hirers have been asked to remove all their personal belongings from the hall by 12<sup>th</sup> August.

All notices will be removed and replaced with new up to date information.

Curtains will be taken down and the picture of the King will be relocated.

The paint chosen is Magnolia in the Chown Hall to match existing colour.

Dulux Egyptian Cotton elsewhere.

### Reorganisation of Storage

MG and JK will start with the locked store on Monday 12<sup>th</sup>. And continue with the open store on Wednesday 14<sup>th</sup>.

- A decision will be made regarding the storage of regular users essential items.
- Regular users essential equipment and purchase of boxes
- Safe storage of cleaning equipment

LD & LS will start on the kitchen on 16<sup>th</sup>. BW will assist.

- Storage of kitchen equipment

**Purchases** – It was agreed that 2 large floral tubs and 2 Display boards are purchased

It was also agreed to purchase additional picture rails which would be fixed in the Chown Hall and the Cartwright Room/

The decision to purchase replacement Crockery for large bookings was deferred until we know exactly how much matching tableware we already have.

**9 The Rota and information for new phone** will be circulated as soon as possible.

**AOB The Craft and Produce Market** will be next held on 21<sup>st</sup> September. We will open for Produce, table top sales and any crafters who wish to come and a big breakfast. The tables will be on a First Come - First Serve basis and will be in both the Chown Hall and the Cartwright Room with Breakfast



# *Creech St Michael Village Hall*

being served in the Chown Hall. BW will be the point of contact for marketers. MG will produce a poster and LD will print and arrange distribution.

The Meeting ended at 3.30pm

DRAFT