

Creech St Michael Village Hall

MINUTES FOR COMMITTEE MEETING HELD ON

Friday October 17th 2025 at 2pm

1. Welcome -Jan had been unavoidably delayed and joined the meeting at 2.35pm. In her absence Margaret welcomed everyone present, and thanked them for coming.

2 Present – Liz Sweeting (Treasurer) Iris Chown (President) Annabelle Peters; Martin Peat; Gaynor Underhill; Barbara Williams; Rebecca Beautyman (Manager); Douglas Jones; Peter Brown; Brenda Picknell

3 Apologies- had been received from Lin Deeley, Alan Prime, Lara Bowden

Whilst awaiting for Jan to join the meeting a discussion took place about the arrangements for the Christmas Fair being held on Saturday December 6th from 10am -1pm. It had been previously decided Breakfasts would not be served on this occasion. Alternative seasonal refreshments will be offered. Barbara, Brenda and Rebecca discussed ways of attracting sales tables identifying the need for variety. Rebecca will take charge of advertising the event.

4. Minutes of last meeting – The minutes of the last meeting were agreed as a true record and signed by the Chairman

5. Matters arising – There were no matters arising.

6. Managers Report

Both the caretaker and cleaners have been replaced.

New staff are doing well and I have no concerns.

Maintenance week in August went well, everything on the priority list was completed. T&C carried out our electrical safety checks and Coomber's installed two new security cameras in the garden. Quotes to follow for outdoor lights and another CCTV camera to cover the carpark.

The changes in the storage room layout, especially with chairs, seems to have confused our hirers as it has been messier than ever.

I'd like to make it more obvious where things should go, with clearer signage. The chairs and badminton posts are the worst issue as they are being left blocking the pathway to the disabled bathroom, and the badminton nets are being left anywhere - usually blocking access to chairs which isn't very good for our hirers that are less able bodied. The stands are heavy and difficult to manoeuvre. BW (committee member) suggested to me possibly marking a designated floor space for the badminton net stands.

Water boiler in the kitchen has been leaking. It was checked by Arrow Electricals and the replacement nozzle and parts needed to stop the leak are going to cost £126. We currently have a temporary boiler in place.

We've decided to cancel the quiz fundraiser at the end of this month due to time restraints and other issues.

We are going to go ahead with the Christmas bingo and look at improving it from the last bingo fundraiser we held that was successful.

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7. Treasurers Report -

CREECH ST MICHAEL VILLAGE HALL MONTHLY ACCOUNTS SEPTEMBER 2025

INCOME	EXPENDITURE		
SOURCE	AMOUNT	PAYEE	AMOUNT
HALL HIRE	3545.13	BT	55.38
SOLAR PANELS	438.86	CAF account fee	5.00
		CARETAKER	30.00
		EDF	250.00
		HALL CLEANING	60.00 37.00 142.50
		MANAGER (caretaker/bookings)	218.50 251.75
		MISC AGM Refreshments Stores	91.86
		GIFF GAFF -phone	12.00
		REFUND	90.00
		REPAIRS Floor Machine)	237.36
		TRANSFER TO PROJECTS ACCOUNT (Garden Fund)	965.60
		WASTEOLOGY	60.00
TOTALS	3983.99		2506.95

ACCOUNT BALANCES September 30th 2025:

TREASURERS ACCOUNT: £ 9624.35 RESERVES ACCOUNT: £ 23,623.34 PROJECTS ACCOUNT:
£ 29,647.57 (Garden Fund £ 965.60)

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CREECH ST MICHAEL VILLAGE HALL MONTHLY ACCOUNTS AUGUST 2025

INCOME

EXPENDITURE

SOURCE	AMOUNT	PAYEE	AMOUNT
HALL HIRE	1477.25	BT	55.38
CAR PARK	54.00	CAF account fee	5.00
		CLEANER	175.75 166.40
		COOMBER SECURITY cctv	1304.40
		EDF	250.00
		LAUNDRY	40.00
		MANAGER	308.76
		GIFF GAFF -phone	12.00
		WASTEOLOGY	60.00
		WATER2BUSINESS	297.63
		WATERBUTTS	323.93
TOTALS	1531.25		2999.24

ACCOUNT BALANCES AUGUST 31ST 2025:

TREASURERS ACCOUNT: £ 8147.31

RESERVES ACCOUNT: £ 23,623.34

PROJECTS ACCOUNT: £ 28,549.91

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8. Bookings

Booking hours over August and September

Private parties - 85.75 hours

Meetings - 353.5 hours

Classes - 372.75

Total of 812 hours.

Hireable hours in this time frame: 825 hours per room - taking into account we were closed for a week at the beginning of August.

Running at almost a third capacity. This is up 25% from June & July. And up almost 50% from August and September last year.

School- It has been reported that on two occasions a pupil from the SEND School using the Hall had climbed onto the roof. This caused concern for the committee on several levels. Accountability, responsibility, health and safety, duty of care etc. Jan had spoken to the administrator at the school who had reassured her that measures were in place to ensure that should any harm occur the school would assume responsibility. The committee thought that the matter should be discussed further with the school to ensure that the hall was the best environment for the child concerned and further measure which should be taken to ensure the safety of all or any students/pupils who use the facilities at the hall. The committee also pointed out that they have a duty of care to all the users of the hall and steps should be taken to ensure that no one is put in harm's way due to inappropriate use or behaviour. After discussion it was concluded that we should ask for a meeting with the School's Senior Management to discuss the serious nature of the events and request an action plan . We agreed that the Chair , Peter and Martin should attend. The Chair to organise

Youth Club - The Clerk of the Parish Council had made a booking on behalf of the Youth Club. They wish to use the Hall on a one evening a week from October until the end of March 2026. Following consideration the Committee decided to decline this request for several reasons.

The Cartwright room is the only space available and it would not be big enough for the type of activities which teenagers would expect and need. The Youth Club have used the hall in the past and during their previous sessions there was evidence of damage and defacement of the property, a lack of respect for a public building and no consideration for other users of the hall. Whilst the committee have sympathies for the need for the provision of space where young persons can meet and have fun with their friends they felt that the Cartwright room is not suitable.

This decision will be conveyed to the Parish Council.

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Payments There have been some instances where payments have been made late and customers have not received a booking code. There have also been cases where payments have not been made for a booking, and the hall booking has not been cancelled leaving the hall unused. There needs to be a system whereby payments are made and acknowledged in a timely fashion so that the hall is not left standing empty and those who have made a booking get the information they need to access the hall in good time. In future a letter will be sent informing all customers that payment must be made within 14 days of making the booking or the booking will be cancelled

9. Future events and fundraising – A bingo evening has been arranged for 29th November. There will a Market on November 15th and the Christmas Fair on December 6th All money raised from these events will be put into the Garden Fund.

10. Village Hall garden - An application has been made to the Parish Council for funds for landscaping the Garden, there has been no decision to date.

11. Planning progress – Jan has had some draft plans drawn up which the committee felt were over ambitious. She will get some amendments done and re submit these to the committee.

12 AOB Iris was congratulated on receiving an award from the Somerset Council for her 40 years of loyal service to the Village Hall. Together she and her husband Eric had worked tirelessly to raise funds to get the Hall built and Iris has continued on the committee as Secretary and is now President.

The water heater in the Chown Hall Kitchen is malfunctioning. A new boiler would cost £500- £600. It was decided to get the repair done.

13. Date of next meeting The next meeting will be held on Friday November 21st at 2pm.