

**CREECH ST MICHAEL VILLAGE HALL MANAGEMENT COMMITTEE**

**AT THE VILLAGE HALL**

**THURSDAY, 12<sup>th</sup> MAY 2021**

**Present:** Jeremy Adams, Helen Arnold, Iris Chown, Margaret Gover and Derek & Jan King, Joy Osment and Mike Palmer.

**Action**

The Chair welcomed Helen Arnold and Joy Osment to the meeting.

**1. Apologies:** Peter Brown.

**2. Minutes of the last two Meetings** – agreed to be true records and signed by the Chair.

**3. Matters Arising:** Items for the kitchen had been purchased and Iris thanked Jan and Margaret for obtaining them. It was stated that all of the hall heaters were now turned off. The cleaner would be working at the hall on Friday for four hours and would be in on a weekly basis. We would see how that worked out. Fans have been purchased and are in situ. Regarding Caray Grove Park – A meeting had taken place with the local councillors, Kelly and Dave Durden. Kelly had brought along Chris Hall, who is an open spaces administrator on the District Council. He is trying to find a way forward, where there is no cost to anyone. Jan explained that we wished to use it as a quiet area with seating and flower beds. It would be ideal for coffee mornings, flower shows, etc. Some small play equipment could be incorporated but the larger equipment, which is currently in place would be removed. Anti-social behaviour was discussed and it was stated that for security we could install cameras and lighting in that area.

**4. Correspondence**

Iris had not received any correspondence apart from emails from the Community Council which were forwarded. Joy gave details of the publicity for the produce market. Posters would be placed around and Jan mentioned press publicity and Facebook. The hall would receive profits from the refreshments being served.

JO/JK

**5. Chair's Report**

It was noted that Jan had now compiled her annual report, which would be submitted to the AGM. She had emailed it around and it would need to be agreed at the next meeting. Iris agreed to email Helen a copy.

IC

**6. Treasurer's Report**

Mike stated that Mike Evans had now examined and agreed the accounts to the year end, 31 March 2021. Income was £91,861 (mainly due to Section 106 money received and pandemic statutory grants) and expenditure was £85,936. Surplus for the year was £5,924. Mike then turned to the current monthly balances. There was £27,463 in the accounts, of which £10,000 would need to be kept in reserve and forthcoming bills included payment towards the acoustic work, with £6,100 towards this to come from the balance of the Section 106 money. Jan suggested that we hold fire now on future expenditure as we would need to build up our income from hiring charges. It was suggested however that there might be costs involved for Caray Grove Park. Helen queried whether it would become a smoking area and a suggestion made for a bin for

cigarette ends to be placed there.

## **7. Booking Co-ordinator's Report**

Margaret had problems with bookings. During the pandemic some of the regular clubs did not want to come back until things had settled down. In between lockdowns Louise Thomas booked Monday evening for a Pilates class on a temporary basis. Louise however assumed that it would be available on a permanent basis and took bookings from her members of her class for four weeks. As the Sequence Dance Club decided not to return to their usual slot the Parish Council wished to book the Chown Hall for their monthly meetings in future due to social distancing and the AV system. (Unfortunately, they could not take up the offer of a Wednesday booking on a permanent basis). Louise was approached and asked if she could move her class, once a month, into the Cartwright Room at a reduced cost. This she refused. She said her four-week booking should be honoured and then would find somewhere else to run her classes. The Parish Council have agreed to move their meeting to 8<sup>th</sup> June in order for this to happen. It was felt that Mondays could be utilised for monthly meetings and she has asked the WI if they would be willing to change their meetings to that evening. An enquiry had been made for a messy play session and various one-off bookings. Margaret says that to clarify bookings – when she has enquiries she sends off booking forms asking that they be returned within seven days. Only then are the bookings confirmed.

**MG**

## **8. Any Other Business**

(a) Trustees: It was agreed that Helen Arnold and Joy Osment should officially become Trustees. They completed forms and their details will be passed on to the Charity Commissioners.

**IC**

(b) Gift: Jan suggested we give a gift, as a thank you, to Mike Evans who had examined our annual accounts over many years. This was agreed.

**JK**

(c) Celebration: A discussion took place on whether we should celebrate the re-opening of the hall in some way. We could arrange lunch for all the helpers and a general open day separately. It was agreed that the former should take place 9<sup>th</sup> June at 1pm and the open day on 10<sup>th</sup> July.

**All**

(d) Cartwright Room: Derek felt that we should encourage small businesses to hire the room. Some while ago Jan had an enquiry from Speed Awareness but they decided not to go ahead because at that time we did not have dedicated toilet facilities for that room. As we now had the disabled toilet installed things have changed and we could follow that up. Helen suggested that it might be a suitable venue for training foster carers. Derek felt it was not a cosy room and suggested that, some time in the future, we should consider changing the flooring as the current floor covering marked very easily. He had contacted a company regarding carpeting the room and was quoted £1,100, which included VAT. Iris said that in the past we had carpet tiles in that room but they became badly stained. Derek said the company had suggested commercial grade tiles and after discussion it was decided to keep this suggestion under consideration.

(e) Government Guidelines: Margaret asked if the guidelines for halls' re-opening on 17<sup>th</sup> May and 21<sup>st</sup> June were still as envisioned and was informed they were. The code

for the key safe would be changed.

**MG**

(f) Election: The hall had been hired by the District Council for recent elections. However, despite clear instructions given to the Presiding Officer regarding unlocking the hall etc. there had been problems as their employee rang Margaret at 6.15am stating she was unable to obtain admittance. When Margaret arrived it was found that she had opened the door but complained that she had to set out the tables and chairs. When Jan went up to the hall later she heard complaints from the employee regarding the heating etc. (She had already received instructions from Margaret). It was noted that there had been five personnel in all but Derek went up to the hall at 10pm to check whether all was well regarding closing up as they seemed to be very concerned about it all. It was agreed that an email should be sent to the Presiding Officer complaining that despite clear instructions being given in advance regarding obtaining entry into the hall it was not appreciated that the Booking Co-ordinator was awakened at 6.15am. Also it should be pointed out that all hirers were responsible for putting out tables and chairs.

**IC**

**9. Date of next meeting** – The meeting closed at 3.35pm. Date of next meeting 9<sup>th</sup> June 2021.

**All**