

# Creech St Michael Village Hall

## MINUTES OF COMMITTEE MEETING HELD ON MONDAY 5<sup>TH</sup> MAY 2025

1 The Chairman WELCOMED everyone to the meeting especially Alan Prime who is joining the Committee as a representative of the Short Mat Bowls Club

2. PRESENT – Iris Chown ( President) Jan King ( Chairman) Liz Sweeting ( Treasurer) Gaynor Underhill; Lara Bowden; Douglas Jones; Margaret Gover (Secretary) and Rebecca Beautyman ( Manager)

3. Apologies were received from Peter Brown, Barbara Williams, Martin Peat, Annabelle Peters.

4. MATTERS ARISING The Solar Panels have now been cleaned

### 5. CHAIRMANS /MANAGERS REPORT

Landscaper to start village hall garden in the next week, French drain in the car park has been completed. Invoice has been passed onto Treasurer and Chair.

Fault found with UPVC exit door on regular safety check - not closing properly unless really forced shut, and the emergency push bar is loose. Discussed with A1 Windows and Doors who checked it and advised it be replaced. Likely due to weather which has warped the UPVC.

#### New fire exit patio doors.

I will email all 3 quotes when I have them. The main decision needed is whether to go with UPVC or aluminium doors (UPVC is approximately half the price, but not as secure or reliable as aluminium).

The **Inventory** has been completed. The main copy will be emailed to chair, a printed copy will be kept in a file in locked storage room. Rebecca will check a section each month.

T&C Electrical checks confirmed to be carried out on 4th August this year.

T&C Electrical came out to change lights in storage room. Two strip lights and the single bulb above kitchenette.

The bulb in the kitchenette area has been converted to LED. As the motion sensor isn't effective for LED as it takes longer to activate the electrician advised that a manual switch be installed for this area. The main lights remain on a sensor. This could be done during the week we close along with checks.

**Environmental Health** have arranged to come to assess the kitchen. We hope that we will receive a 5\* rating now all the documentation is in place and improvements have been made. The assessor will meet with Chair and manager on Friday 16th May.

**Car Parking situation.** I have started putting notes on the windscreens of cars that are incorrectly parked (these are kept in locked storage room in plastic file).

There have been no repeat offenders as of yet and there has been a noticeable improvement in the last couple of weeks.

I was approached by one of the residents of the cottages next to the hall after I had requested that their car be moved due to work being carried out on the carpark. The resident was under the impression that all 3 cottages have the rights to the parking bays directly in front of the

# Creech St Michael Village Hall

brick wall by their homes. As this is currently an ongoing issue, I informed her that as far as we were aware the cottages do not have rights to the carpark and that this was currently under investigation. I told her we would inform her of the conclusion once we have resolved the issue.

She also said that there were issues with access to the Right of Way at the bottom of the car park. She believes these cars belong to the Blood Bank workers.

## **Dishwasher.**

The dishwasher has been causing a disgusting smell in the kitchen for some time. Following investigation it appears that it has not been used correctly.

I have thoroughly cleaned it out, re-written the instructions as per the user manual for that make and model and put the new signs up for future reference.

## **Please Try And Make Sure That Everyone Is Aware Of The New Instructions.**

## **7. TREASURERS REPORT**

Liz presented the Financial report for March and April 2025. The accounts are looking very healthy. Some Direct Debits have been adjusted to take into account the new Electricity charges.

## **6. BOOKING CO-ORDINATORS REPORT.**

**Booking System** – the new system which encourages payment within 7 days seems to be working well on the whole with more bookings paying promptly. Some do need to be chased and we still have a few that don’t proceed but ‘forget’ to cancel but this is definitely reducing.

**Bookings** – The Park School have increased their use of the hall and are now using the Cartwright Room on a Monday, Tuesday, Wednesday and Friday. I have asked them to let me know if they would like to continue this in the next academic year. They are no longer using the upstairs room.

On 2nd May the hall was used for a Check point for the Forces March – a 5 day march/walk/run replicating a march in WW2.

We have had 6 bookings for parties and one wedding in June 2026 as well as the usual bookings for meetings and training.

Gaynor kindly managed the bookings while I was away in April and Becci is managing them while I am away this time.

I have decided after two years as Bookings Co-ordinator that I will be resigning at the AGM in June. Juggling work and other commitments as well as what can be constant booking requests is proving a bit too much. I will however remain on the committee and will support the hall in whatever way I can. I am also happy to be back up when the replacement booking co-ordinator is away

Signed ..... Chairman Date.....

# Creech St Michael Village Hall

## 7. REPLACEMENT BOOKING CO-ORDINATOR

Following Lin's resignation as booking Co-ordinator Rebecca was approached and asked if she would be able and willing to take on this role in addition to her other duties.

She felt that she would be able to do this. As this would be change her role significantly it was agreed to formally create a new role to incorporate her additional responsibilities.

Jan is willing to apply to the National Lottery for funding for this for the next 5 years.

## 8. VILLAGE HALL GARDEN

It was agreed that what was previously Cary Grove Play Park be known as the VILLAGE HALL GARDEN.

The finalised lease had now been received from the Solicitors. Peter and Liz will arrange to meet and sign it.

Peter, Liz and Jan had met at Monkton Elm Garden Centre and purchased hedging and climbing plants which will be planted next week.

Now that hedge is being planted and more work is being done some thought needs to be given to the installation of CCTV Cameras. The CCTV in the Hall is not accessible to view and it has been put on hold to rectify this until the new cameras are installed. Coombes are to be asked to provide quotes for the CCTV in the Village Hall Garden and connect them to the existing system so that they can be used for purpose.

## 9. MARKET --- To be known as THE BIG BREAKFAST AND PRODUCE (?)

The last Breakfast was a huge success. £300 had been banked and although it was hard work everyone felt that it had gone well. Nearly 60 breakfasts had been served and 100+ cups of tea/coffee.

It was felt that some adjustments could be made and unless customers specifically asked for toast, Bread and Butter would be served instead to speed up service.

The next Big Breakfast will be on 17<sup>th</sup> May.

## 10. AOB

Iris noticed that the cleaners did not wait to clean the Chown Hall when Pop In were meeting. Rebecca to check with them. There is a check list of tasks for them.

The Red phone will now be shared among the Committee members on rotation.

Alan reported that the electrical ducting on the back wall of the Chown Hall was loose. Rebecca will ask the electrician to check when he comes next

11. The next meeting will be the AGM on Friday 13<sup>th</sup> June 2025. It was decided to hold this at 4pm. In an effort to get as many people as possible to come we will give all clubs/users 4 tickets for a Cream Tea. Rebecca will organise the publicity and tickets. Other residents will need to 'book' a seat. Margaret and Jan will cater.

Prior to the AGM the Committee will need to meet to Approve the Financial report. This meeting is arranged for Wednesday May 28<sup>th</sup> at 2pm

Signed..... Chairman Date.....