HATHERSAGE WAR MEMORIAL HALL

Minutes of the Committee Meeting held Monday January 5th, 2009

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| 1. | Present: Bob Musgrave, (Chairman), Hilary Bull (Bookings Secretary), Jean Hodgkinson, Anne Mainwaring (Secretary), Andrew Simpson, Brian Wilson | ACTION |
| 2. | Apologies for absence: John Brunskill, Simon Bull, Alistair Cook, Tim Pritt, Graham Markham. Charlotte Tierney had resigned, as she was no longer involved with the Mother and Toddlers Group, but it was hoped that another member would represent that group on the Committee. |  |
| 3. | The Minutes of the last meeting, (3rd November 2008) had been circulated and accepted as a true record. |  |
| 4. | Matters Arising.  No matters arising. |  |
| 5. | Maintenance:  **Christmas Trees** had been taken down – thanks were due to Brian and Bob for putting them up in adverse weather conditions.  **Blocked gutters**, as a result of the over hanging trees, Bob and Brian had cleared these and the back path.  **PAT Testing** to be arranged with Paul Copley.  Brian would like to replace all the **door handles** in the passage way – this was AGREED.  Discussion took place on trying to keep the Lawrence Hall warmer, it was AGREED to install a **‘closer’** on the Lawrence Hall door.  **Heating Control Box**. As no other solution had been found, Brian had designed and installed a tamper proof shield. Brian was thanked for his ingenuity.  **Post Box** still to be either repaired or replaced.  **Emergency Lighting** – work to be completed during the PAT testing... | B.WILSON  B.WILSON/B.MUSGRAVE  B.WILSON/B.MUSGRAVE |
| 6. | Fire Regulations  Brian reported that all the equipment is fully tested, once a month and before any event. At each event a person should take on responsibility for checking the fire exits are clear and pointing these out to guests/audience present. Panto organizers will be contacted to ask if there are any special effects, which might affect the smoke alarms.  Anne noted that the plan showing all the positions of the fire fighting equipment, was brought to the attention of every hirer. |  |
| 7. | Roof.  Bob reported that the item in Hathersage News had had some effect.  Martin Brooks was confirmed as the approved supplier. They had provided a mock up of the new roof – which was very effective.  Bob had completed the application form to the NPA, which was complex. It was hoped to have a meeting with their representative this week, to gain his approval for the materials selected.  Bob, Brian and Jean had attended a meeting of Hathersage Parish Council, when it was confirmed that they would provide £18,000 (with a further £5000 contingency fund) towards the cost of the new roof. Outseats would provide £8000. It was noted that the cost of the planning consent was reduced because the application was in the name of Hathersage Parish Council. Written confirmation was required from both the Parish Councils.  The deadline for receiving permission from the NPA was 28th February 2009 – it was hoped that this might be brought forward – the estimated date for the work to commence was Monday 30th March, to be completed by Sunday April 19th.  It was AGREED to engage an architect, Paul Bristan, to oversee the project, a quotation for his fees was required.  It was thought that the total cost of the project would be £36,000 with £4000 as a contingency. It was thought that Hathersage Parish Council would be able to claim VAT on their contribution. | B.WILSON |
| 8. | Stanage Hall.  Some amendments to the Draft Lease had been proposed by a member of Hathersage Parish Council. These had been incorporated into the Draft Lease, which had been sent from Davis Blank Furness to Derbyshire County Council for their comments.  Anne to check with the Youth Club leaders re the PAT testing of their equipment. | A.MAINWARING |
| 9. | Film Club  Jean reported that this was going well, with a loyal band of 60 paid up members. The children’s matinees on Saturday afternoons, were still under discussion. |  |
| 10 | Treasurer’s Report  No Treasurer’s Report, but Bob reported our finances were still in a healthy state. |  |
| 11 | Bookings Report.  Temperature in the Lawrence Hall was causing concern – agreed to put a ‘closer’ on door.  Cleaning. A complaint had been received from the Monday morning Badminton group about the state of the floor – they had refused to play on it, and as a result we had cancelled the Monday p.m. session and the Tuesday a.m. session, until the floor was cleaned. This was due to an unfortunately sequence of events – as the cleaners had been on holiday during the Christmas period and up to 300 people had been through the Hall. Anne to see the cleaners to ask if under special circumstances they would be prepared to work on a Sunday. | A.MAINWARING |
| 12 | Funding.  Nothing to report |  |
| 13 | Website.  The website was appearing at the top of the Google listings, Andrew was waiting for some photos from Simon. | S. BULL |
| 14 | Housekeeping  We had received a request to improve the cutlery, and it was suggested we should buy new dinner plates. Anne and Jean to get some quotes.  Anne reported she had put some bins in the ladies toilets, by request of the cleaner. If these were working efficiently, there was no need for any further equipment. | A.MAINWARING/  J.HODGKINSON  A.MAINWARING |
| 15 | Correspondence:  Letter from DCC reminding us of the date of the Gas Safety Inspection certificate. Letter passed to Brian to contact Jonathan Percival. | B.WILSON |
| 16. | Archival Material.  Anne to contact June Robbins about storing archival material | A.MAINWARING |
| 17 | Date of next Meeting : Monday March 2nd, 2009  REMINDER AGM held before Committee meeting. | Anne to put notice in Hathersage News. |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday March 2nd, 2009, at

7.30 in the Sampson Room, Memorial Hall

1. Present –
2. Apologies
3. Minutes of the last Meeting (5th January 2009) (See attached).
4. Matters arising from the Minutes: (where not referred to further in the Agenda)
5. Maintenance –

On going maintenance problems – Brian.

PAT Testing

Gas Safety Inspection

Post Box

Emergency Lighting – Stanage Hall/Outside kitchen door

Door Handles

Closer on Lawrence Hall door

1. Roof
2. Stanage Hall

Lease

PAT Testing

8. Film Club – Jean to report

1. Treasurer’s Report
2. Bookings Report
3. Website
4. Housekeeping.

Requests for: Cutlery, Dinner Plates

1. Archive Material
2. Correspondence
3. Any other Business
4. Date of Next Meeting : Monday, May 4th 2009.