HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday November 2nd, 2009

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| 1. | **Present**: Bob Musgrave (Chairman), Hilary Bull, (Bookings Secretary), Alistair Cook, Jean Hodgkinson, Anne Mainwaring (Secretary), Graham Markham (Treasurer), Zac Nicholson, Peter Tapping (representing Hathersage Players) and Brian Wilson | ACTION |
| 2. | **Apologies for absence**: John Brunskill, Simon Bull, Jo Sullivan |  |
| 3. | **The Minutes of the last meeting**, (Sept 7th 2009) had been circulated and accepted as a true record, with one amendment. The item re Tables should read ‘16 6’x2’ and 14 3’x2’ tables’. |  |
| 4. | **Matters Arising**, (where not referred to further in the Agenda)  No matters arising. |  |
| 5. | **On Going Maintenance:**  Scenery belonging to the Players.  It was confirmed that the black curtains belonged to the Players. Chairs – Anne to remind all groups not to stand on the chairs and not to use them for painting. It was agreed to buy step up stools for painting at low levels.  White lines on steps.- This had been done, many thanks to Andrew Simpson for doing this so quickly.  Stanage Hall. Youth Club had reported damage to metal frame surrounding the mat well. This had been repaired.  Smoke alarm in Stanage Hall, had been replaced.  Sampson Room. Leaking pipe had been fixed.  Outside Lights at front of the Hall – These had been replaced – and were much more effective.  **Rolling Maintenance**:  Tables.  Bob and Brian had met with a representative from Gopak, and recommended that we purchase the Contour + style table, colour Saxon Oak. They had negotiated a discount of 15%. The cost would now be £2860. It was AGREED these should be ordered. Gopack requested the complete purchase price to be paid with the order, but Graham suggested that 10% would be sufficient until the tables had been received.  Blinds for Main Hall windows – Deferred until the new windows had been installed, Jean and Anne to explore a new source of blinds.  Cupboards containing meters – Done..  Hand Dryers – A new dryer had been ordered.  Mezzanine Floor – for storage purposes. Brian was requested to get an estimate for this work | A.MANWARING/  B.WILSON/B.MUSGRAVE  B.MUSGRAVE  J  .HODGKINSON/  A.MAINWARING.  B.WILSON  B.WILSON |
| 6. | **Major New Projects**  New Doors to Front Porch.  Estimate received - £2940.00 for one pair of oak doors, with glazing. It was noted that we need two pairs of doors. The estimate was passed to Alistair, to report to HPC. Brian requested to obtain a further estimate.  New Windows to entire building  As Andrew was not present, it was not known at what stage we were with this project, other than Sheffiield Windows had received the order, and that the frames would be white. Discussion with NPA had taken place, but the conclusion was that planning permission was not needed, as the present plastic windows had been installed for more than four years.  Improvements to blocked up windows of Stanage Hall  Brian reported that a frame was being constructed and he was in touch with a firm working with coloured plastic or glass, which could be slotted in. | B.WILSON  A.SIMPSON  B.WILSON |
| 7. | **Hathersage Players Concerns**  Scenery. It was agreed that scenery stored on the stage, would still allow other Hall hirers to use the stage.  Black curtains. It was thought that the Players would buy a new pair of black curtains, for their own use only, leaving the old ones in situ.  PAT testing. It was confirmed that the Players equipment had been PAT tested, although there was no need to test annually, as members of the public did not have access to this.  Lawrence Hall door closure. It is difficult to get this to close completely. Brian to have another look at it.  Tiered Seating. A member of the Players had suggested this, but we had looked at it in the past, and concluded that unless we had extra storage space, it really could not be accommodated.  Boxed sets – In order to secure sets, the Players requested that they put up battens on the back wall and sides/wings of the stage. This was agreed, although Bob and Brian explained that it is very difficult to drill into the walls to obtain a secure fitting due to the amount of plaster on them.  Lighting on the stage.  The Players asked that if any hirer wished to use lighting, maintained by the Players, permission from the Players would be needed. | B.WILSON |
| 8. | **Stanage Hall.**  It was reported that on enquiry, both sides were waiting for the other to contact them. It was also reported that new wording for the Lease had been agreed with Hathersage Parish Council, who would actually sign the Lease. Peter Tapping agreed to consult Jon Litherland. | P.TAPPING |
| 9. | **Treasurer’s Report**  The Treasurer reported that there was a surplus of £898 at the end of the period Sept/Oct 2009, with a total bank balance of £46,403. However it was noted that this would decrease with the planned expenditure on the Hall, in the next couple of months.  It was noted that the Film Club had donated £500.00 to the Hall. |  |
| 9. | **Bookings Report.**  The Hall is being heavily used. The Main Hall is booked 86% of the time from Monday to Friday, 69% at weekends. Bookings are already being received for next year. Priority is given to annual events for the Hathersage Community.  Thanks were expressed to Hilary, for all the extra work that has been entailed. |  |
| 10. | **Housekeeping.**  Thanks were expressed to Victoria for her willingness to adapt her cleaning hours to the schedule of the Hall.  The tea pots had been purchased.  Dishwasher – this was held over until the next meeting.  Glass jugs – it was reported that more glass jugs were needed. Anne to check this – and replace where necessary.  Parking – Illegal parking had been reported on a Monday morning, hirers were encouraged to use the notices left in the kitchen.  New signs should be erected.  Anne was asked to write to the Joint Traffic Management Committee, to inform them of the illegal parking at the Hall.  Christmas Trees – It was agreed that these should be installed as in previous years.  Fire Exits. It was noted that information about the location of fire exits for large functions, should be made stated more clearly. | JO.SULLIVAN  A.MAINWARING  B.MUSGRAVE/B.WILSON  A.MAINWARING  B.MUSGRAVE/B.WILSON  A.MAINWARING |
| 11. | **Correspondence.**  A request had been received from the British Legion, asking if a sign/notice could be provided detailing a short history of the Memorial Hall. | B.MUSGRAVE. |
| 12. | **Archive Material**  Anne reported that the archivist in Matlock had been very helpful – they would be happy to store any records, but had the right to refuse documents, they did not consider valuable. The public would have access to these papers. | A.MAINWARING |
| 13 | **Any Other Business**  Bob and Brian have been awarded the Derbyshire Excellence in the Community Award 2009 – Bob thanked the Committee for all their support, and reiterated that he and Brian had accepted the Award on behalf of the whole Committee.  Constitution. It was thought that this should be updated. Jean and Anne to look at it.  Anne was asked to up date the current membership list. | J.HODGKINSON/  A.MAINWARING  A.MAINWARING |
| 14 | **Date of next Meeting**  Monday, January 4th, 2010 |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday January 4th 2010, at

7.30 in the Sampson Room, Memorial Hall

1. Present –
2. Apologies
3. Minutes of the last Meeting (7 September 2009) (See attached).
4. Matters arising from the Minutes: (where not referred to further in the Agenda)
5. Maintenance –

On going maintenance problems – Brian.

Rolling Programme

Blinds for Main Hall – on hold until new windows are fitted.

New tables

Hand Dryers

1. Major New Projects:

New Doors to Main Hall Entrance Porch

New Windows to Main Hall and Lawrence Hall

Improvements to ‘blocked up’ windows in the Stanage Hall.

Mezzanine Floor

1. Stanage Hall – Lease.
2. Treasurer’s Report
3. Bookings Report
4. Constitution

Membership numbers.

1. Housekeeping

Request for audio equipment

1. Archive Material
2. Correspondence
3. Risk assessment ( Reminder)
4. Any Other Business
5. Date of Next Meeting: Monday March 1st, 2010.