HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday May 10th, 2010,

held in the Sampson Room of the Memorial Hall at 7.30 p.m.

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| 1. | **Present:** Bob Musgrave (Chairman), John Brunskill, Simon and Hilary Bull, (Bookings Secretary), Alistair Cook, Jean Hodgkinson, Anne Mainwaring (Secretary), Graham Markham (Treasurer), Zac Nicholson, Peter Tapping, Tim Pritt, Andrew Simpson, Liz Webb and Brian Wilson.  The Chairman welcomed Liz Webb as the Choir’s representative.  It was noted that Jo Sullivan had resigned, as she no longer represented the Mother and Toddlers Group. |  |
| 2. | **Apologies for absence**: Clare Dainton, new representative for the Mothers and Toddlers Group. |  |
| 3. | **The Minutes of the last meeting**, (March 1st 2010) had been circulated and were accepted as a true record, proposed by Andrew Simpson and seconded by Jean Hodgkinson. |  |
| 4. | **Matters Arising**, (where not referred to further in the Agenda)  No matters arising. |  |
| 5. | **Maintenance**  *On going maintenance:*  Sign needed to show location of tool required for opening the tables easily. COMPLETED.  Fire Check. COMPLETED. New blanket provided.  Car Park. Swept and ivy cut down.  Lawrence Hall door. Adjusted to close more slowly.  Stanage Hall. White lines. COMPLETED. The Chairman thanked Andrew for doing this.  It was noted that one of the interior doors was locked. Anne to mention to Youth Club leader, possible fire exit risk.  Risk Assessment. All points raised, needing action are COMPLETED.  Disabled Toilet. Wash basin has been re-attached to the wall.  Mats for Main Entrance Lobby have been ordered.  *Rolling Programme*  Blinds – New blinds have been ordered. We have included child proof locks for the controlling pulls. Should be fitted in the next couple of weeks. Cost £620.00.  Design of a trolley to enable easier access to stage extension. Passage way – needs retiling. Brian to investigate prices including vinyl.  New black flats for the stage.  These were in shreds, it was AGREED that the Hall would share the cost of replacement with Hathersage Players.  Mats – Replacement of mat in entrance porch successful, new mats now required for Main Entrance lobby. | A.MAINWARING  J.HODGKINSON  A.MAINWARING  B.WILSON  B.WILSON  P.TAPPING  J.HODGKINSON |
| 6. | **Major New Projects:**  Cooker.  A complaint had been made about the low temperature of the gas cooker. It was checked by an expert, who wanted to condemn it because there was no installation of ventilation equipment. A decision needed to be made quickly, as several large events were scheduled, it was AGREED [using e-mail,] that an electric cooker should be purchased, which avoided the ventilation problems. The total cost was £2500.00, which included extra wiring. A notice had been placed in the kitchen, banning children from the kitchen, as the hot plates were regarded as dangerous.  Wiring was also renewed in the kitchen, as a fuse had blown during the Old People’s lunch – due to overloading.  Hilary thanked Brian and Bob for their quick action – and Anne was asked to write to Paul Copley to thank him.  New doors to Main Entrance Porch  This is getting a very serious problem, and a decision needs to be made soon. Andrew reported that he could not find a company who would install exterior UPVC fire exit doors. Aluminum doors were suggested, Peak Park needed to be consulted on the type of material we could use for the doors. Hilary to get the name of the contractors who fitted UPVC fire doors in her school. It was hoped to come to some agreement using e-mail, rather than waiting for the next meeting.  Audio Equipment  Zac gave a detailed report on sound equipment, which would be advantageous to one-off lecturers and the Players. The Film Club also badly need an improved sound system. A trial system costing approximately £3500 was to be set up in the next few weeks. Members of the Film Club to be consulted.  The cost would be shared between the Players and the Film Club, as long as the system benefited both parties.  Although on hold for the next few months, the following projects were still under consideration:  ‘Blocked up windows’ to the Stanage Hall, a suggestion had been made, that the names of the fallen from the two World Wars, should be inscribed on the windows.  Mezzanine Floor – This was thought an excellent idea at a competitive cost, and would help solve storage problems. The Committee would have to prioritize major projects in the near future.  New Porch (Entrance from car park)  The corridor is very cold and the porch also suffers from condensation.  Renovation of toilets | A.MAINWARING  J.HODGKINSON  H.BULL  Z.NICHOLSON |
| 7. | Stanage Hall Lease  COMPLETED.  Copy of the Lease handed to Anne to store. Legal fees to be paid by DCC. It was noted that Hathersage Parish Council had insisted that any rent increase was to be governed by RPI . Letter to be sent to DCC regarding the rent increase. | A.MAINWARING |
| 8. | Treasurer’s Report  The last two months had shown a small profit of £3278. There was still an overall deficit of £8131. |  |
| 9. | Bookings Report  Hilary reported that the wedding reception had been successful, and that the summer ‘term’ was always quieter.  Anne reported that the Presiding Officer for Election Day, had expected the booths and tables to be erected before his arrival at 6.30 a.m. This had not been possible due to the late arrival of the booths, and the fact that the Lawence Hall was in use the evening before.  The Mother and Toddler Group asked about priority booking for their group. Hilary and Simon reported that they worked very hard to be fair to all users, but weddings did provide more income and were only occasional events. |  |
| 10. | Constitution  Bob and Jean had produced a revised version, which John Brunskill had approved. There should be five elected members, including one each from both Parish Councils, and seven elected members. If more than seven user groups wish to be represented on the Committee, the most frequent user groups should be selected. It was decided to e-mail copies of the original Constitution and a draft copy of the new Constitution to Committee members for their approval. Following approval the Constitution would be sent to Rural Action Derbyshire for their agreement. Following that an Extra Ordinary Meeting of the Management Committee should be arranged to approve it. Thought to be given to making an event of this to include all user groups. | J.HODGKINSON |
| 11. | Housekeeping  The Mother and Toddler Group requested a Baby Changing Table. Anne to contact them, asking for details. | A.MAINWARING |
| 12. | Archive Material  Anne reported that she had removed all the correspondence available from the Parish Room, at present it was stored in the Boiler Room. Bob, Jean and Anne to meet and examine/decide which documents should be sent to Matlock Archives office. | A.MAINWARING  B.MUSGRAVE  J.HODGKINSON |
| 13. | Correspondence  A thank you letter had been received from the wedding couple. |  |
| 14. | Any Other Business  Peter commented that the temperature of the Main Hall was very cold during the Panto rehearsals, the Chairman apologized. |  |
| 15. | Date of Next Meeting  Monday July 12th, 2010 (Change due to Gala week). |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday July 12th 2010, at

7.30 in the Sampson Room, Memorial Hall

1. Present –
2. Apologies
3. Minutes of the last Meeting (May 10th 2010) (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

Baby Changing Table.

Mats

Flats

1. Major New Projects:

New Doors to Main Hall Entrance Porch

Audio Equipment

On hold for 6 months:

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

Mezzanine Floor

New Porch from Car Park.

Toilet Renovation

Corridor floor, needs some repair

1. Stanage Hall – On going rental negotiations
2. Treasurer’s Report
3. Bookings Report:
4. Constitution
5. Housekeeping:
6. Application to ‘Vary’ Premises License for showing films on Saturday mornings.
7. Archive Material
8. Correspondence
9. Any Other Business
10. Date of Next Meeting: Monday 6th September, 2010.