HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday May 9th, 2011

held in the Samson Room, at the Memorial Hall at 7.30 p.m.

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| 1. | **Present:** Bob Musgrave, John Brunskill, Simon and Hilary Bull, (Booking Secretaries), Chris Cartledge, Claire Dainton, Jean Hodgkinson, Anne Mainwaring (Secretary), Tim Pritt, Andrew Simpson, Peter Tapping, and Brian Wilson. |  |
| 2. | Apologies for absence were received from Graham Markham, Zac Nicholson, Kat Robins and Liz Webb. |  |
| 3. | **The Minutes of the last meeting**, (March 9th, 2011) had been circulated and were accepted as a true record, with the following exception. The Well Dressing equipment had not yet been removed from under the stage. Proposed by Brian and seconded by John. |  |
| 4. | **Matters Arising**. Jean reported that she had been unable to work on the Grants for All bid, but she had obtained information in respect of smaller grants available.  The meeting with representatives from the Choir, re the baffle had not been arranged. Anne to chase up.  The Risk Assessment had been carried out.  The Film Club had not had a meeting since our last meeting, Jean to report at our July meeting | J.HODGKINSON  A.MAINWARING  J.HODGKINSON |
| 5. | **Maintenance**  Brian reported that the **pointing** in the Lawrence Room, would commence in the next couple of weeks, in consultation with Hilary.  The toilets were **blocked** again, after the recent wedding. Brian to consult Jon Percival.  The **trees had been cut down**. Anne to send an invoice to owner of the property for his share of the cost.  Brian to consult David Garton re implementing a **re-painting** schedule for the next few years.  Brian to liaise with the Parents and Toddlers Group re the construction of a **new trolley for their tables** – project dependant on space being available under the stage.  **Cleaning of Chairs** – scheduled for August. | B.WILSON  B.WILSON  A.MAINWARING  B.WILSON  B.WILSON/  C.DAINTON  WORKING PARTY |
| 6. | **Major New Projects:**  New doors to Main Entrance Porch  The **installation of the new doors** had commenced today, and were looking very good.  **Projects on hold**:  New Porch (Entrance from car park)  Andrew had obtained estimates for a new porch. Sheffield Glass was the most reasonable, (£7209 inclusive of VAT), but was subject to their own site survey on the dwarf wall. The doors would be plastic, the problem of keys was discussed.  Although on hold for the next few months, the following projects were still under consideration:  Renovation of toilets It was proposed that this should be the next item to undertake, after the doors  ‘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.  Various grant agencies were discussed | B.WILSON  NEXT AGENDA  ??Porch/Toilets?? |
| 7. | Treasurer’s Report  Graham had left us an income statement for the last two months, (March/April) we had a small surplus of £1757. After the new doors had been paid for we will have reached the limit of our reserves, and in his opinion no more major expenditure should be undertaken, without funding. |  |
| 8. | Bookings Report  Hilary reported that the bookings were slowing down a little towards the summer.  The Conditions of Hire document needed revising. It was thought that Simon, Hilary, Graham and Anne needed to get together.  A letter of complaint had been received concerning the noise level at the recent wedding, from the nearest neighbours.  Lengthy discussion took place and it was decided that a letter of apology should be sent outlining some extra precautions to be taken –   * Amend the Conditions of Hire, to include the phrase, ‘the noise level shall not be excessive during the event’. * When the key is handed over to the hirers, to hand them a card, reminding them that the Hall is in a residential area and to have a regard to the sound levels. * When the key is handed over, hirers are asked to designate someone to familiarize themselves with the fire exits and firefighting equipment. In future, we shall ask for the name of that person, and then pass that name on to resident for contact if necessary. * Install a notice on the fire doors, requesting that if these are opened, for ventilation purposes, the sound is to be turned down. | A.MAINWARING  A.MAINWARING |
| 9. | Hirer’s concerns Request had been received from a hirer to have her business details linked to our website. The Committee decided that this would not be our policy. | S.&H BULL |
| 10. | Housekeeping  Nothing to report. Jean and Anne would do their usual two month audit in the next couple of weeks. | J.HODGKINSON/  A.MAINWARING |
| 11. | Archive Material –  Anne reported that she had taken the Archive material to the Records Office in Matlock. Discussion took place on how to conserve the Minutes of the Management Committee. It was decided to ‘hide’ them behind the website. | A.SIMPSON/  A.MAINWARING |
| 12 | Correspondence –  Anne had received a request from Rural Action Derbyshire to subscribe to their services at a cost of £30. As they had been a very useful source of information in the past, it was agreed to ask the Treasurer to implement this. | A.MAINWARING/  G.MARKHAM |
| 13. | Any Other Business  It was agreed to buy a rose for Jane Litherland, in memory of Jon.  Peter Tapping reported that he thought the thermostats were fragile and needed attention.  75th Anniversary of the Pool  Bob suggested that the fee for the use of the Hall, should be waived on this occasion. This was AGREED. | A.MAINWARING  B.MUSGRAVE/  B.WILSON |
| 13. | Date of Next Meeting- Monday July 11th, 2011 |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday July 11th, 2011 at

7.30 in the Sampson Room, Memorial Hall.

1. Present –
2. Apologies
3. Minutes of the last Meeting (May 9th, 2011) (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:

Stanage Hall – Painting ‘no parking’ lines outside Entrance Porch

Lagging outside pipes.

Pointing in Lawence Hall

Block toilets

Trolley for tables (Parents and Toddlers)

Re-painting Schedule.

Cleaning of Chairs

Thermostats

1. Major New Projects:

New Doors to Main Hall Entrance Porch

New Porch from Car Park.

On hold for a future date:

Toilet Renovation – considered the next project for action.

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

Mezzanine Floor

1. Treasurer’s Report
2. Grants
3. Bookings Report:

Amendments to Conditions of Hire.

1. Hirers Concerns:

Meeting with Choir representatives

1. Housekeeping:
2. Archive Material
3. Correspondence
4. Any Other Business
5. Date of Next Meeting: Monday September 5th, 2011.