HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday April 30th 2012

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

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| 1. | **Present:** Bob Musgrave, (Chairman), Simon and Hilary Bull (Booking Secretaries), Clare Dainton, Anne Mainwaring (Secretary), Brian Wilson |  |
| 2. | **Apologies for absence:** Jean Hodgkinson, Graham Markham, Tim Pritt, Andrew Simpson, Liz Webb and  Chris Cartledge. |  |
| 3. | **The Minutes of the last meeting**, (March 5th, 2012) had been circulated and were accepted as a true record. |  |
| 4. | **Matters Arising:**  First Aid Box had been purchased and installed in the kitchen.  The Secretary was asked to thank Hathersage Parish Council for painting the white No Parking sign, outside the Stanage Hall door. | A.MAINWARING |
| 5. | **Maintenance**  **Rolling Programme**  Chubb had carried out the annual inspection of Fire Extinguishers  The hot water boiler In the kitchen has been serviced.  Two light fittings had been replaced in the men’s toilet.  Fire door at the top of the steps had been repaired. |  |
| 6. | **Major New Projects:**  **New Porch (Entrance from car park**)  Some delay had occurred, due to a query re the door of the porch. After the initial survey, doubts were expressed by Sheffield Windows as to whether the locks and hinges could be guaranteed for more than 12 months, and had suggested an aluminium door costing in excess of an extra £1000. It was decided to go ahead with the original estimate and replace the door in future if necessary.  Date of installation could be anytime in the next 6 weeks.  **Windows in the Front Porch**  This project has to be put on hold for the present, as the floor in the Lawrence Hall had priority. However it was thought that the 3 windows should be replaced before the next winter, to avoid condensation problems.  **‘Blocked up windows’ to the Stanage Hall**  This project needs Planning Permission. Bob has concluded the arduous job of completing the forms and submitting photographs. Peak Park have asked that the background of the windows should be painted grey. British Legion has offered £250. towards the cost of including the name of the fallen.  **Pointing**  Brian to get a quote  **Replacement of Lawrence Hall floor**  Due to an incident concerning the floor, Bob and Brian had made an emergency inspection, and found the floor to be in a worse condition than previously thought. Quotes for a new floor had been obtained. Laminated flooring had been ruled out, as not suitable for the amount of use the Lawrence Hall is subject to.  The best quote so far is £2725 for the installation of the floor, and £1440 for 3 coats of sealant, applied to 90 sq. metres. Approximate total £4165 could be increased depending on the condition of the joists below – it is impossible at this stage to assess the amount of repair/renovation which they need.  In order to reduce costs, Brian volunteered to head a Working Party to remove the old flooring, once it had been prized up, to chop up in the car park, bag and sell for firewood.  It was Proposed by Brian, Seconded by Hilary, Subject to the Treasurer’s approval, that this project should proceed. Plans were in hand to start at the end of July, if the Treasurer’s permission was given.  Anne to pass on the Committee’s proposal to the Treasurer.  **On hold for the future.**  **Renovation of toilets**  It was decided that the future of the Stanage Hall should be known before embarking on a major refit.  **Re-painting Schedule**  **Outside painting –** Brian getting a quote  **Main Hall**  Should be repainted by Summer 2013.  **Mezzanine Floor** – This was thought an excellent idea at a competitive cost, and would help solve storage problems. | B.WILSON |
| 7. | **Treasurer’s Report**  The Treasurer had submitted a written report –  The Halls finances remain strong and due to the high invoicing in the period, plus the grant for the new foyer, we made a surplus of £10,803 in the two months. We are currently showing a surplus of £5740 for the year to date.    Our Deposit Account balance is £27,170.    The Current Account stands at £13,858, of which £7,209 is for the foyer.   With invoices we have and allowing for the new windows,    plus two months operating costs, we currently have about £3,500 of disposable income to allow for any urgent maintenance items" |  |
| 8. | **Commercial Biomass Boiler.**  Details of a free offer to install a Biomass Boiler had been distributed. The unanimous opinion of the Committee was that this would not be suitable for the Memorial Hall as it needed daily labour to operate it. |  |
| 9. | **Bookings Report**  The booking were down, but this was anticipated during the summer months. |  |
| 10. | **Diamond Jubilee Celebrations**  The Hall would be available on the afternoon of Sunday June 3rd for the Big Picnic, if wet. The Hall would also be used the following morning for a Coffee Morning. |  |
| 11. | **Stanage Hall**  No decision concerning the future of the Youth Club had been received from Derbyshire County Council. In the terms of the Lease, the Stanage Hall should be returned to the Memorial Hall in good decorative order, and an estimate for repainting it had been received, with the proposal that DCC would pay for this, rather than doing the work themselves. |  |
| 12. | **Hirer’s Concerns**  The ‘commercial hirer’s had been informed that they were no longer eligible for discounts. 2 hirers had dropped out, but rates were still competitive with local Halls |  |
| 13. | **Housekeeping**  Anne reported that Jean and herself were undertaking the usual audit of crockery and cutlery, prior to the wedding party at the end of the week. | A.MAINWARING  J.HODGKINSON |
| 14. | **Correspondence**  Anne reported that the owners of the house next to the Memorial Hall had undertaken a Radon Risk Report, as a result of renovations. A copy had been passed to the Memorial Committee showing that the area was Not Affected.  The Committee were also informed that the car park, which had been partly used by the builders on the above site, would be neated before the wedding party at the weekend. |  |
| 15. | **Any Other Business**.  Brian reminded the Parents and Toddlers Group to make sure the table trolley was not left block the Fire Exit from the Stanage Hall.  Anne was asked to send a Get Well card to Phil Humphreys.  The Committee was reminded that a Risk Assessment was due. | A.MAINWARING |
| 15. | **Date of Next Meeting**- Monday 2nd July, 2012 |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday 2nd July, 2012

7.30 in the Sampson Room, Memorial Hall.

1. Present –
2. Apologies
3. Minutes of the last Meeting (April 30th, 2012) (See attached).
4. Matters arising from the Minutes: (where not referred to further in the Agenda)

Chair Cleaning

1. Maintenance – On going maintenance problems – Brian.

Rolling Programme:

1. Major New Projects:

New Porch – Publicity for Lottery authorities.

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

Pointing.

New floor for Lawrence Hall

On hold for a future date:

Toilet Renovation

Mezzanine Floor

Re-painting Schedule. Main Hall – Summer 2013

Outside Painting.

1. Treasurer’s Report
2. Bookings Report:
3. Diamond Jubilee Celebration*s*
4. Risk Assessment
5. Stanage Hall
6. Hirers Concerns:
7. Housekeeping :
8. Correspondence
9. Any Other Business:
10. Date of Next Meeting: Monday 3rd September, 2012