HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday May 13th, 2013

held in the Main Hall, after the AGM, at the Memorial Hall at 7.30 p.m.

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| 1. | **Present:**  Present: Bob Musgrave, (Chairman), Simon and Hilary Bull (Booking Secretaries), Anne Mainwaring (Secretary), Graham Markham (Treasurer), Zac Nicholson, Tim Pritt, Andrew Simpson, Amy Thacker, representing the Babies and Toddlers Group, Liz Webb and Brian Wilson. Bridget Handley (representing Hathersage Parish Council). |  |
| 2. | **Apologies for absence:**  Apologies were received from  John Brunskill, Chris Cartledge, Martin Robinson and Jane Marsden (representing Outseats Parish Council). |  |
| 3. | **The Minutes of the last meeting**, (March 4, 2013) had been circulated and were accepted as a true record. |  |
| 4. | **Matters Arising:**  There were no Matters Arising, where not referred to later in the Agenda. |  |
| 5. | **Maintenance – Brian reported on the following:**  **Lawrence Hall.**  The marks on the floor had been removed.  **The PAT testing had been carried out.**  The following were reported faulty : Exit light near Fire Doors; outside light (needs new fitting). Both would be attended to at a later date.  **Kitchen Extractor Fan**  This had been removed when the new hot water boiler had been installed. It was decided to remind hirers to open the window for ventilation as it was thought a new domestic fan, would not be efficient.  **Corner of the Hall – Pointing**  Work still awaited.  **Fire Door to car park**  Completion awaited  **Memorial Stone**  Quotes received from £995.00 to £1377.25p. It was AGREED to put this on hold for the present. Brian and Bob would clean and seal.  **Outside Painting**  Andrew had investigated the possibility of replacing the outside woodwork with UPVC, to avoid the necessity of regular painting, however after discussion of costs and outcome, it was decided not to continue with this idea. Brian reported on the quote for painting the outside - £1500 (+ VAT) – to cover all woodwork. It was AGREED unanimously to go ahead with this work. | B.WILSON  B.WILSON  B.WILSON  B.WILSON/B.MUSGRAVE  B.WILSON |
| 6. | **Major New Projects:**  Repainting Main Hall  It was decided that this should be put on hold until possibly Summer 2013. (Estimate as at May 2013 - £2500 (+VAT) |  |
| 7. | **Treasurer’s Report**  The Treasurer reported that our income was in line with last year, but that we must be careful at present, and it was not possible to fund all the maintenance required at once. Although a deficit was recorded of £420 for the 2 months ending April 30th, 2013, our overall balance was £28,786. |  |
| 8. | **Bookings Report**  The summer term is always a quieter term for regular bookings although the Halls overall continue to be well-used. Another regular booking of a Yoga group has started this month on a Thursday morning in the Main Hall.  Some issues have arisen since the last meeting:-  Issue 1  There have been concerns about the state of cleanliness of the Hall after a regular user has hired it. This is not a complaint about the regular weekly cleaning.  Action taken   * Letters have been sent out to all regular hirers to remind them that the halls should be left in a clean condition ready for the next user. * Each group has been asked to nominate an individual within their group who is responsible for checking the premises at the end of each of their sessions.   We also recommend that a cleanliness checklist is sent out to this named person for them to use each time their group meets.  Issue 2  A presumption by one group that a construction could be erected in the hall.  Action taken   * Standards conditions of hire, Point 25, states that permission has to be sought from the Memorial Hall Committee. Referred user group to the Hall Committee Chairman. Group also recommended to liaise with the Booking Secretaries as to an *appropriate* time for this to take place.   Issue 3  One user group unaware that a TENs licence is necessary if audience have paid for a ticket and alcohol is given away at their function. This is a matter often discussed with many hirers and has been discussed fully in Memorial Hall Committee meetings in the past.  Action Taken   * Referred group to Secretary for clarification on this legal matter. Standard conditions of Hire, Point 5.3.   Issue 4  One user group reminded of the safety implications of a large group of performers and audience in the Main Hall.  Action taken   * User group referred to the Standard Conditions of Hire, Point 3.2, where the hirer agrees not to exceed the permitted number of people including the organisers and performers. That is 154 seated in the Main Hall. Group recommended to contact the Chairman of Memorial Hall Committee for clarification. This point has been fully discussed in Memorial Hall Committee meetings in the past.   These issues prompt a recommendation that all regular groups receive another copy of the Standard Conditions of Hire in paper form and by email in order for groups to update themselves as to any issues arising from their bookings.  A copy of this document is sent to all one-off bookings with their Application form, and reminders of pertinent issues on the day of hiring. | A.MAINWARING |
| 9. | **Stanage Hall**  No further information had been received from DCC.  However they would soon be receiving our letter re the agreed increase in rent and it was hoped that a response re the Youth Club would be forthcoming. |  |
| 10. | **Hirer’s Concerns**  CH Boiler  Complaints had been received re the heating arrangements. These had been attended to as promptly as possible, firstly it was found the thermostat controls had been altered, then an intermittent fault had caused further loss of heat. Eventually a motorized valve had been replaced at a cost of £600 (+VAT). The possibility of insurance was discussed. Graham was asked to investigate the availability of same.  TENS (Temporary Events Notice)  This subject was further discussed (See Bookings Report). It was again made clear that a TENS Licence is needed if alcohol is served at a ticketed event.  Baffle  Permission was given for this to be erected for the Choir Concert, as long as Brian had checked the installation.  Castors for piano  Brian reminded the Choir that a new castor was needed for the piano.  Back cloths  Zac reported that these would be replaced by the end of the year. | G.MARKHAM |
| 11. | **Housekeeping**  Anne (and Glen) had carried out an audit that morning, and were horrified to find 11 saucers missing. Bob asked for a notice to be placed in the kitchen, asking for all breakages to be reported.  Anne stated she had already contacted the supplier to ascertain if replacements could be supplied quickly. | A.MAINWARING. |
| 12. | **Land Registry**  Brian Ward had successfully registered the Memorial Hall with the Land Registry. Documents no longer needed were in Anne’s possession. These would be taken to the Archive Department at Matlock, after perusal. Anne to write to Brian Ward, expressing the Committee’s thanks. | A.MAINWARING. |
| 13. | **Correspondence**  Rural Matters (Rural Action Derbyshire)  Anne reported on the Newsletter received, it was agreed to continue the annual subscription of £30.00, as it was a good resource of information, re grants, ideas and changes in the law. | G.MARKHAM |
| 14. | **Any Other Business**  Anne reported on the attendance of a Funding Fair in Bakewell in March. The representative of The Big Lottery had been encouraging in the event of applying for a substantial grant. |  |
| 15. | **Date of Next Meeting**  Monday July 1st at 7.30 p.m. in the Sampson Room. |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday July 1st, 2013

At 7.30 in the Main Hall, Memorial Hall.

1. Present –
2. Apologies
3. Minutes of the last Meeting (May 13th, 2013) (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:

Pointing

Fire Door (to Swimming pool car park)

1. Major New Projects:

Outside Painting – Summer 2013 – Finance Permitting

On hold for a future date:

Toilet Renovation /Mezzanine Floor

Re-painting Schedule. Main Hall – Summer 2014

Memorial Stone

1. Treasurer’s Report –
2. Bookings Report:
3. Stanage Hall
4. Hirers Concerns:
5. Housekeeping
6. Correspondence:

TENs – 0 to date.

14. Any Other Business:

1. Date of Next Meeting: Monday, September 2nd, 2013 at 7.30 p.m.