HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday January 4th, 2010

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| 1. | **Present**: Bob Musgrave (Chairman), Hilary Bull and Simon Bull, (Bookings Secretaries), Alistair Cook, Anne Mainwaring (Secretary), Graham Markham (Treasurer),Jo Sullivan and Brian Wilson | ACTION |
| 2. | **Apologies for absence**: Jean Hodgkinson, Zac Nicholson and Peter Tapping. |  |
| 3. | **The Minutes of the last meeting**, (Nov 2nd 2009) had been circulated and were accepted as a true record. |  |
| 4. | **Matters Arising**, (where not referred to further in the Agenda)  No matters arising. |  |
| 5. | **On Going Maintenance:**  **Rolling Maintenance**:  Ladies Toilet.  This had been blocked, but Brian had cleared it.  Boiler  As a result of very little heat in the Hall, the boiler had been serviced and was running very efficiently. It was agreed to ask Jonathan Percival to service the boiler in August, and to continue to do the Gas Safety check in February. Anne to write to confirm this arrangement.  Christmas Trees.  These had looked very festive. Anne thanked Brian and Bob for their work in installing them.  Parking Signs  Brian and Bob had been liaising with Bernard Madden who had been asked to produce two new No Parking signs to be fastened to the gate stoops.  Tables.  The new tables were being delivered on Thursday Jan 7th. Arrangements had been made to remove the old tables up to the school.  Blinds for Main Hall windows – Deferred until the new windows had been installed, Jean and Anne to explore a new source of blinds.  Hand Dryers – Installed and approved.  Light weight steps had been purchased and were hanging in the storage area. | A.MAINWARING  B.MUSGRAVE/B.WILSON |
| 6. | **Major New Projects**  New Doors to Front Porch.  Brian reported that the second estimate should be ready by the end of this week. Discussion took place on the required quality of the new doors. It was thought we needed oak as this would not deteriorate  New Windows to entire building  These were being installed on Monday 11th January, arrangements to remove the curtains were made, prior to this work commencing.  Mezzanine Floor  Brian had received a quote of between £7000 and £8000 for the installation of a mezzanine floor in the storage area. This would include a new staircase through the existing cupboards in the Lawrence Hall, new floor, landing, new doors, and electricity supply.  Much discussion ensued, and although it was thought beneficial and would relieve storage problems, it was agreed that this work was not financially viable at this time. It was Agreed to review the situation in  6 months time.  Improvements to blocked up windows of Stanage Hall  Brian reported that a frame was being constructed . | B.WILSON  A.MAINWARING |
| 7. | **Stanage Hall Lease**  Anne reported that our solicitor had contacted Derbyshire County Council, informing them that we were holding a meeting today, and asking for response to the draft Lease, but no reply had been received. | A.MAINWARING. |
| 8. | **Treasurer’s Report**  The Treasurer reported on overall bank balance of £46,648, but this would be considerably reduced after paying for the present projects.  The Treasurer highlighted current expenditure on capital projects i.e. new windows, new tables, new doors. After much discussion it was AGREED to have 6 months respite from expenditure on capital projects, and only undertake essential repairs. It was AGREED to keep a figure of £25,000 in reserve as it was possible that the entrance porch (from the car park), boiler and Lawrence Hall floor might all need attention in the foreseeable future.  Alistair was asked to raise the question of claiming back VAT with Hathersage Parish Council | A.COOK |
| 9. | **Bookings Report**  The Hall was being well used. Derbyshire Dales DC had identified three potential dates, when the Hall may be needed as a Polling Station for the General Election.  It was decided to review the hiring rates at the AGM.  The Treasurer was asked to look at the anomaly of the weekly rate.  Anne was asked to contact the Youth Club for their term dates, so the heating could be adjusted.HalHH | A.MAINWARING  A.MAINWARING  G.MARKHAM  A.MAINWARING |
| 10. | **Constitution**  Anne and Jean to review this. The Chairman suggested that, if already not included, a clause should be added saying that if a Committee member had not attended four consecutive meetings, he/she should be asked to resign, unless a good reason be given. | A.MAINWARING/  J.HODGKINSON |
| 11 | **Housekeeping.**  Cleaning  Victoria was finding it difficult to get into the Hall to clean it, as a result of heavy use. An appropriate time would be Sunday mornings to clean the Main Hall, the Booking Secretaries would alert the hirer of the Lawrence Hall on Sunday mornings of this probability.  Dishwasher – Jo reported that the expenditure could not be justified.  Glass jugs – These had been purchased.  Chair Links and Safety Features – It was noted that the chair links are not being used in some cases. Bob to design a notice to remind hirers, and Anne and Simon to produce a check list to go out with the Hiring Agreement.  Food – New notice to remind hirers not to leave unwanted food in the kitchen.  Short History of the Hall – As requested, Bob had produced and installed this, together with a photo of Mr. George Lawrence in the Lawrence Hall.  Performing Rights Society  Conflicting documentation had been received from Derbyshire Rural Community Council. Anne to request that we be kept informed of any future developments.  Assessment/Safety Risks.  This to be carried out by Bob, Brian and Alistair  Audio Equipment  A request for additional audio equipment had been received. Anne to send the details to Zac for investigation | SIMON/HILARY BULL  B.MUSGRAVE.  A.MAINWARING  A.MAINWARING  A.MAINWARING  B.MUSGRAVE, A.COOK  B.WILSON  Z.NICHOLSON |
| 12. | Up-dating Active Committee Members.  It was thought that we should approach 4 members of the Committee who had been unable to attend meetings, to ascertain whether they still wanted to included as active members of the Management Committee. | B.MUSGRAVE/  A.MAINWARING |
| 13 | **Archive Material**  Anne to gain access to the Parish Rooms with the help of the Hathersage Parish Clerk. | A.MAINWARING |
| 14 | **Correspondence.**  A letter had been received from Derbyshire Dales DC with a reminder of the expiry dates of the electrical and safety certificates. These were being dealt with.  A letter had been received from Hathersage Parish Council regretting that they are unable to give the Hall any financial help at present. | A.MAINWARING |
| 15 | **Any Other Business**  There was no other business. |  |
| 16 | **Date of next Meeting**  Monday, March 1st, 2010. AGM followed by Committee Meeting. |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday March 1st 2010, at

7.30 in the Sampson Room, Memorial Hall

1. Present –
2. Apologies
3. Minutes of the last Meeting (4th January 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 – on hold until new windows are fitted.

New tables

Parking Signs

1. Major New Projects:

New Doors to Main Hall Entrance Porch

New Windows to Main Hall and Lawrence Hall

On hold for 6 months:

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

Mezzanine Floor

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

Check list to go with Hiring Agreement

1. Constitution
2. Housekeeping:

Photograph of Mr. W.S.B. Sampson installed.

Audio Equipment

1. Archive Material
2. Correspondence
3. Risk assessment
4. Any Other Business
5. Date of Next Meeting: Monday 10th May – TO BE CONFIRMED.