HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday January 10th, 2011

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, Hilary and Simon Bull, Chris Cartledge, Clare Dainton, Jean Hodgkinson, Anne Mainwaring (Secretary), Graham Markham (Treasurer), Tim Pritt, Peter Tapping, Andrew Simpson, and Brian Wilson. |  |
| 2. | Apologies for absence: Liz Webb and Zac Nicholson |  |
| 3. | **The Minutes of the last meeting**, (November 1st, 2010) had been circulated and were accepted as a true record, proposed by Brian Wilson, seconded by Jean Hodgkinson. |  |
| 4. | **Matters Arising**, (where not referred to further in the Agenda)  Jean asked for opinions on the cost of framing the 2 old plans of the Hall. It was agreed that she should go ahead, at a cost of £120.00.  Brian reported that Mary Nicholson had been grateful for the appreciation of Harry, printed in the Hathersage News. |  |
| 5. | **Maintenance**  Christmas Trees had been erected and taken down – positive comments have been received.  Outside light has been replaced by Paul Copley  Problems with freezing up during the adverse weather conditions had been dealt with.  Painting white line on step in Interior Porch has been completed.  Problems with heating had been rectified. Hallamshire Heating had to replace the motorized valve in the main thermostat.  Drips and leaks in both toilets had been fixed.  *On going maintenance:*  Stanage Hall - Painting ‘no parking’ lines outside Entrance Hall, to be included when Hathersage Parish Council review arrangements for car parking at the Pool/Café car park.  Lagging of outside outlet pipes  Trees at 19 Roslyn Road - 3 estimates had been received, all professional people, the Committee agreed on the cheapest (£350). Bob to e-mail Andrew Clark, nearest neighbour to the back of the Hall, to inform him of our decision, ask permission to enter his property when necessary, and ask if he would make a donation to the work carried out. | B.MUSGRAVE/  B.WILSON  B.MUSGRAVE |
| 6. | **Major New Projects:**  New doors to Main Entrance Porch  Doors have been started, hopefully will be fitted in February.  Audio Equipment  An e-mail had been received from John Dalton, explaining that the speakers for the loop were positioned satisfactorily for on stage. However a mic would be needed for people on the floor. This could be provided on request.  New hot water boiler  Quotations had been received for 2 new hot water boilers, one a Linkcap to provide water for tea/coffee and was plumbed in, and the second a new gas boiler to provide a larger capacity of hot water for cleaning/washing up. The range of this boiler could be extended to provide all the toilets with hot water, whenever any renovation took place in the future. With the Chairman’s approval this work had been sanctioned, for health and safety reasons. The quotation from Jonathan Percival had been accepted, with Paul Copley doing the electrical work.  **Projects on hold**:  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 and the audio equipment have been installed.  ‘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. | B.WILSON  B.WILSON |
| 7. | Treasurer’s Report  The Treasurer reported a surplus of £3215 for the two months ending December 2010, however there is a deficit on the year ending December 2010 of £6739, improvement projects were the greatest item of expenditure. There are two further large items of expenditure to come, Hallamshire Heating (details above) and the new front doors. |  |
| 8. | Bookings Report  We experienced a very busy November and December with many Children’s Parties and Private Functions during the Christmas holidays filling up a usually quiet period. Our thanks go to Anne who does a wonderful job of distributing keys and facilitating hirers to access the Halls.  Two of our regular bookings through the Autumn and Spring periods of Indoor Bowls sessions have had to fold due to lack of support. Hopefully they may be able to reconvene in the future.  A new regular booking of Children’s Music has also ceased due to the organizer moving away from the area.  The Youth Club is now meeting on one evening instead of two per week as they have issues with staffing the sessions. We presume this may change when this issue is resolved.  We need to discuss the revision of hiring charges and whether it is appropriate to revise them. We suggest contacting the Methodist Hall and Bell Room booking agents to ensure our charges are appropriately in line with theirs.  In order to review the charges we endeavored to send out invoices for this terms regular users with a pay-by date. This was to help us have a realistic balance by the end of the Calendar year. Most groups paid by this date. There is a further £611.80 to be banked from this period.  A revision of the Application forms, Confirmations forms and Hiring Agreement booklet is needed as the License times have changed. This would be an appropriate time to consider any other amendments that need changing on the forms.  It was announced that the date for PAT testing would be Tuesday January 25th, at a cost of £3.00 per item.  The Committee were reminded that a revision of hire charges would be discussed at the AGM. The Treasurer was asked to produce an analysis of percentage increases. | S.BULL, H.BULL &  A.MAINWARING  G.MARKHAM |
| 9. | Revised Constitution/Insurance to cover Trustees Liability.  The Treasurer had had further conversation with our insurers, further insurance could be taken out at a cost of £500 per year, but this still would not cover every eventuality. The Treasurer pointed out that as long as the Trustees behaved legally, there was no point in becoming a Charity limited by guaranteed.  A motion to take No Further Action regarding extra insurance was Proposed by John Brunskill and Seconded by Graham Markham. The Motion was Carried.  The Revised Constitution would be put to the AGM. The Secretary was asked to notify all regular hiring groups, to send a representative to the meeting. Copies of the Revised Constitution would be available on the web site or from Jean Hodgkinson. | A.SIMPSON/  J.HODKGKINSON |
| 10. | AGM – Monday March 7th, 2011  The Secretary was asked to publicize the meeting as much as possible, to ensure that representatives from all interested parties would attend, in order to agree the Revised Constitution. | A.MAINWARING |
| 11. | Housekeeping.  Some of the blind controls had broken, Jean to contact the suppliers. | J.HODGKINSON |
| 12. | Application to ‘Vary’ the Premises Licence.  The Application had been granted, the Hall was licensed for existing licensable activities from 9.00 to 24.00, 7 days per week. |  |
| 13. | Archive Material  This had been collected, the Secretary would take it to the Archive Office in Matlock. | A.MAINWARING |
| 14. | Correspondence  The Secretary read out an e-mail received from Rural Action Derbyshire, stating that Charitable premises may be charged for the disposal of their waste (as well as collection). Andrew Simpson would object, using the website address, on our behalf. | A.SIMPSON |
| 13. | Any Other Business  Film Club  Discussion took place, re contingency plans for replacing the film equipment, when it becomes obsolete. A suggestion was made that we invoice the Film Club for the use of the equipment, say £500.00 per annum.  Further discussion required.  Zac had kindly set up extra speakers for the last film, but these made little or no difference.  Bowling Club  John Brunskill stated that the Bowling Club equipment, was stored under the stage, and that anyone wishing to set up new bowling club was welcome to use it. As a result of the closure of the Bowling Club, John unfortunately was not eligible to remain on the Committee, the Chairman thanked him for all he had done during his time on the Committee, and hoped he would serve a consultant if necessary, in the future.  Mothers and Toddlers Group  Clare Dainton reported that chair covers for the Group were not viable, however, low benches would be preferable and easier to store, if some space could be found. The Well Dressing materials were taking up space under the stage and were difficult to manoeuvre. Simon offered to speak to a member of the Well Dressing Team.  Jon Litherland  The Chairman expressed the Committee’s regret at the death of Jon Litherland, who had served on the Committee for many years. The Secretary was asked to send a card to Jane, and thought would be given to an appropriate plant in remembrance of him, at the next meeting.  Two bottles of wine were given to Brian, for all the work he had done, single handed, in preparation and organization of the new flooring in the corridor and the end of August. | S.BULL  A.MAINWARING |
| 14. | Date of Next Meeting: Monday, March 7th, 2011, after the AGM. |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday March 7th, 2011 at

7.30 in the Sampson Room, Memorial Hall.

1. Present –
2. Apologies
3. Minutes of the last Meeting (January 10th, 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 white line on step in Interior Porch

Painting ‘no parking’ lines outside Entrance Porch

Cutting back of trees.

Lagging outside pipes.

1. Major New Projects:

New Doors to Main Hall Entrance Porch

Audio Equipment

New Hot water boilers for the kitchen

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

New Porch from Car Park.

1. Treasurer’s Report - Revision of Hiring Rates
2. Bookings Report:
3. Film Club : Proposal –

‘That the Committee approves the proposal that £500 be taken out of the annual rental received for the use of the film equipment and is set aside for replacement and maintenance as and when necessary.’

1. Hirers Concerns: Choir, Mothers & Toddlers

Insurance of equipment used by the hirers.

1. Housekeeping:
2. Archive Material
3. Correspondence
4. Date of Next Meeting: Monday May 9th, 2011 (avoiding Bank Holiday)