HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday July 2nd, 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), Chris Cartledge, Jean Hodgkinson, Anne Mainwaring (Secretary), Graham Markham (Treasure), Zac Nicholson, Tim Pritt, Andrew Simpson, Liz Webb, Brian Wilson |  |
| 2. | **Apologies for absence:** John Brunskell**,** Clare Dainton |  |
| 3. | **The Minutes of the last meeting**, (April 30) had been circulated and were accepted as a true record, with two exceptions – Becky Winstanley was present at the last meeting and Zac Nicholson had sent his apologies. |  |
| 4. | **Matters Arising:**  Chair Cleaning had not taken place. Brian offered to have a trial with an aqua vac, if this was not successful, he would consult a professional. | B.WILSON |
| 5. | **Maintenance**  Brian gave thanks to Bob for installing the two union flags for the Jubilee weekend. |  |
| 6. | **Major New Projects:**  **New Porch (Entrance from car park**)  The work on this had commenced today, and the wall was sound. Thanks were given to Andrew for all his hard work in arranging this. The keys were handed to Anne for distribution. Discussion took place as to publicity for the Opening, required by the Lottery Funding authority. It was suggested that the Gala Queen would be asked to perform the ceremony, during Gala week.  **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**  Bob reported that after significant delays with Peak Park, the yellow notices describing the intended renovations had gone up in the vicinity of the Hall. The date for objections is July 11th, 2012. Bob had informed the Committee of the relevant website.  **Pointing**  Brian to get a quote  **Replacement of Lawrence Hall floor**  This was due to start on 30th July 2012. Help would be needed to move the toy boxes, piano etc., also assistance would be required to deal with the old wooden floor  **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. Although Brian and Bob did think the lighting in both toilets should be renewed.  **Re-painting Schedule**  **Outside painting –** Brian had received a quote of £1500 +VAT, which included all woodwork, facia boards and down pipes.  **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. | S&H BULL  B.WILSON  B.WILSON |
| 7. | **Treasurer’s Report**  The Treasurer submitted his report –  The Hall’s finances remain strong. The current account stands at £14482 at present, but expenditure on the new entrance foyer and new floor in the Lawrence Hall will reduce this total. The Chairman expressed his thanks to Simon and Hilary for collecting the hirers fees promptly and to Graham for his diligence. |  |
| 8. | **Bookings Report**  Anne expressed concern regarding a recent concert, where the number of people seated in the Hall exceeded the number of 154 stated in the Hiring Agreement. It was concluded that this number should not include the stage area and this should be made clear, in the next version of the Hiring Agreement. |  |
| 9. | **Diamond Jubilee Celebrations**  Anne reported that the Hall had been a very good substitute when the Jubilee picnic had been rained off. She expressed her thanks to Victoria, Brian and Sue for all their hard work in cleaning the Hall afterwards so that it was ready for a function next morning. |  |
| 10. | **Risk Assessment**  Bob reported that he and Brian had carried out a risk assessment, last year’s list had been checked and no item on that list needed attention.  The following items were attended to: Fire Escape door (to Swimming Pool car park) needed renewing, quote required, brambles around kitchen fire exit cleared, drains and gutters cleared, rat poison put down, weeds cleared. Lawrence Hall floor and toilet lighting already mentioned.  Anne reported that the Fire Door Exit to the pool was often blocked on busy days. It was thought that yellow cross hatched lines would be the best deterrent. Anne to get information on this. | B.MUSGRAVE/B.WILSON  C.CARTLEDGE/A.MAINWARING |
| 11. | **Stanage Hall**  There was no definite agreement on DCC’s plans for youth club premises yet. |  |
| 12. | **Hirer’s Concerns**  Hilary cited a recent provisional booking for a children’s party, the Hall would be used in case of rain. It was decided that any hirer must pay the full fee, even if the Hall was not used.  Tim had raised concerns that his booking for Sunday mornings was being eroded, this had been dealt with satisfactorily. |  |
| 13. | **Housekeeping**  Jean offered to buy replacement water jugs. It was agreed that Anne could order 1 doz of Harley cutlery to make up the numbers to 100 place settings. |  |
| 14. | **Correspondence**  Anne had circulated a letter from Mr. and Mrs. Thacker of 2 The Gables, the adjoining property to the Memorial Hall. They were suggesting the erection of a fence, with the posts on the Hall’s side of the property. The Committee agreed to the erection of the fence, but that the posts should be on The Gables’s property. The letter also asked if the Hall would share the cost of repointing the boundary wall. It was agreed that we could not enter into any further major financial commitments untll the Lawrence Hall floor had been completed. It was further agreed that Anne should contact Davis Blank Furniss to see if they had any plans that would show the ownership of the boundary wall. | A.MAINWARING |
| 15. | **Any Other Business**.  There was none. |  |
| 15. | **Date of Next Meeting**- Monday 3rd September, 2012 |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday 3rd September, 2012

7.30 in the Sampson Room, Memorial Hall.

1. Present –
2. Apologies
3. Minutes of the last Meeting (July 2nd) (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.

Windows in Front Porch

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

Pointing of building.

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. Stanage Hall
4. Hirers Concerns:
5. Housekeeping :
6. Correspondence: TENs – 1 more received – number this year increased to 3

Blue Plaque - E-mail from Brian Ward.

1. Any Other Business: Hatched lines to denote Fire Exit from Hall to Pool car park.
2. Date of Next Meeting: Monday 5th November 2012 ???