HATHERSAGE MEMORIAL HALL

Minutes of the Committee Meeting held Monday March 3rd, 2014

at the Memorial Hall following the AGM.

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| 1. | **Present:**  Bob Musgrave, (Chairman), Simon and Hilary Bull (Booking Secretaries), Anne Mainwaring (Secretary), Graham Markham (Treasurer), Roger Plank (representing Hathersage Players) David Palmer, Andrew Simpson, Tom Wain (representing Hathersage Parish Council) and Brian Wilson.  Also present: Marion Codd and Amanda Foster. |  |
| 2. | **Apologies for absence:** Apologies were received from Bridget Hanley, Tim Pritt , Zac Nicholson, Amy Thacker and Liz Webb. |  |
| 3. | **The Minutes of the last meeting**, (Jan 6th 2014) had been circulated and were accepted as a true record,  Proposed by Brian Wilson seconded by Simon Bull |  |
| 4. | **Matters Arising:** There were no matters arising. |  |
| 5. | **Maintenance – Brian reported on the following:**  **Toilets**  All three toilets now had light sensors installed and working.  **Safety hinges**  Brian and Bob had researched this product thoroughly. The cost of £160 per door was thought too expensive. Therefore the Committee decided not to install them at this time. David Palmer suggested adding this item to the Risk Assessment.  **Power Point in Lawrence Hall** was working.  **Damp in Storage Area**  Brain had opened up the extractor fan area and washed the affected wall are with bleach – it was hoped that the increased flow of air, would reduce the dampness.  **Cutting down ivy and brambles at the rear of the building**  Anne to remind the owner of the neighbouring property.  **Broken window in Lawrence Hall**  This had been repaired. Unfortunately Brian found 2 large sacks of rubbish dumped in the gulley between the Lawrence Hall and the swimming pool car park. Repairs to the window could not commence until this had been removed.  **Cupboard for cleaning materials**  Brian had constructed a new child safe cupboard for Victoria’s cleaning materials.  **Heating**  Complaints about the heating had been received.  It appears to be an intermittent fault, and therefore difficult to identify. One idea would be to move the thermostat in the Main Hall to a more central position.  **Disabled Toilet**  This had been replaced as the cistern had cracked.  **Door to Foyer**  This had been causing problems, but fixed for the present.  **Sampson Room**  It was decided to keep the large table in the Sampson Room, after initial measuring and model making, it was decided that replacing with smaller tables would not achieve the desired space.  **Playgroup equipment**  Brian and Amy to discuss the storage under the stage. | A.SIMPSON  A.MAINWARING  B.WILSON/A.THACKER |
| 6. | **Major New Projects:**  **Memorial stone**  After nearly a year of enquiries, Brian had obtained a quote from Mandale Masons to remove and renew of the Memorial Stone at a cost of £775 (?VAT), and was seeking one more estimate shortly.  **Outside Painting**  This should commence shortly.  **Repainting Main Hall**  This is scheduled to begin in August at a cost of £2500.  **Repainting kitchen and all 3 toilets**  An estimate of £1200 (VAT) had been received for this. It was thought it was rather expensive, and a reduced estimate was being investigated.  **Fire Door in Main Hall**  This door had been coming lose in windy conditions, but previous research had showed that to replace in with aluminium doors was too costly. | B.WILSON  B.WILSON |
| 7. | **Treasurer’s Report**  The Treasurer reported that the finances were strong and that he had saved £1000.00 on insurance premiums with a recent switch of companies. |  |
| 8. | **Bookings Report**  Hilary reported that the bookings were busy, she was hopeful of assistance of Marion during holiday breaks.  It was confirmed that PAT Testing would take place in May |  |
| 9. | **Hirer’s Concerns**  Anne raised concerns in respect of the state of the Hall after a recent 18th birthday party. She was requested to write to the hirer pointing out that they had signed the Hiring Agreement which stated: *The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the village hall shall be at liberty to make an additional charge.*  Roger Plank pointed out the rip in the back black cloth, it was thought that Zac was investigating a replacement | A.MAINWARING  Z.NICHOLSON |
| 10. | **Housekeeping**  No comments |  |
| 11. | **Cancellation paragraph for Hiring Agreement.**  It was agreed to include the following paragraph in the Hiring Agreement:  *Whilst every effort is made by the Management Committee to ensure that the Hall you have booked is available at the time and on the date for which you have booked, there may be unforeseen circumstances which mean that we are unable to fulfil your booking. In such circumstances we will refund any payment that you have made to secure the booking. However we will not be responsible for any other expenses you may incur as a result of the Hall’s unavailability. We therefore strongly recommend that you take out ‘event insurance’ to cover this eventuality.* | H. & S. BULL |
| 12. | **Correspondence**  None  TENs : 2 (19.01.2014) (08.03.2014) 2 more provisionally booked |  |
| 13. | **Any Other Business**  None |  |
| 14. | **Date of Next Meeting**  Monday May 12th 2014 |  |

HATHERSAGE MEMORIAL HALL

AGENDA

Committee Meeting to be held on Monday May 12th, 2014 at 7.30 p.m.

in the Sampson Room, Memorial Hall.

1. Present –
2. Apologies
3. Minutes of the last Meeting (March 3rd, 2014) (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:

Damp in storage area

Storage under stage.

Boundary fence

Heating

1. Major New Projects:

Outside Painting – Possibly Spring 2014

Memorial Stone

Repainting all 3 toilets.

Re-painting Schedule. Main Hall – Summer 2014

On hold for a future date.

Mezzanine Floor

Replace Fire doors in Main Hall

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

TENs – 2 (19.01.2014) (08.03.2014) 2 more pending

1. Any Other Business: Replacement of Chairman/Secretary
2. Date of Next Meeting: Monday July 7th (?Gala week) ?July 14th, 2014