

Minutes of Meeting of the Easter Compton Village Hall Committee held on Monday 20th February 2017

Present:, Mathew Garbett, John & Elaine Calver, Chris Dawkins, Sarah Smith, Richard Jones, Paul Trigg, Neta RS, Rich Corney, Andy Bayliss, Jerry Riches, Tom & Jen Ryan

Apologies: Lucinda Lucker, June Reynolds, Phil Booy

2. Minutes of previous Meeting were reviewed.

Minutes were circulated by e mail and at the meeting.

3. Outstanding Actions

1. Curtains needing attention have been noted since October 2015 – New rail was fitted, but it got pulled down after 1 week. Chris D will source more robust rails **Action: Chris D**
2. Chimney stacks - APC are getting quotes to remove them, it will be done in the summer.
3. Defib signs need to be made **Action: Jerry R**
4. Brochure containing full instruction for customers hiring the hall is complete and just needs to be laminated and displayed. Awaiting comment from The Chair **Action: Matt G**
5. Charity Commission update – We need details of all elected committee for our accounts update. If you are part of the elected committee please can you email Andy B your name, address and date of birth. **Action: most of us**
Andy B – please send this list to me (Sarah) and the Halls logo thanks – **Action: Andy B**
Our 2104 accounts were over £25k so need to be audited.
6. Bar Licence done? Matt will be the named premises licence holder, but needs training. Andy Miller will be named for now. This should give us cover straight away – **Jerry R** will check. Neta asked **Jerry R** to check we definitely have the correct temporary licence for Carnival.
7. Gents urinal flush – a new sensor has been fitted, just needs installing **Action: Chris D**
8. Cupboard issues – a general tidy is needed. Action: **Neta and Lu**
9. Village park still needs attention. Hedges need cutting back and the gate is broken. A contractor has now been appointed for this.

4. Bookings Manager Update

Quotes for some garden planters to brighten up the entrance to hall have been received and Lu is offering to do the planting (thanks Lu). At £200 budget has been allocated to Lu for planters and plants. **Action: Lu L** – brighten the place up ☺

Safer, Stronger meetings have not been invoiced for hall hire – Lu can you send invoice/s please.

5. Hall Manager Update

Red chairs are a bit grotty and could do with replacing. Neta's brother may be able to source us some from the auctions. Action: **Neta RS**

SW Club are getting 8 replacement chairs for The Snug.

New kitchen needs a fridge – a NARROW one is required.

Ice maker and Aircon unit need getting rid of – if anyone would like them, please take them.

Front pillars need re-painting.

Some 'dumpy' bags of South Cerney gravel would be good to fill in the untidy areas by the entrance doors. **Action: Phil B** to get these please.

Jerry R is getting 2 quotes for WIFI (with or without social media option).

Costs for a waste management system (rubbish collection) to be reviewed by Sarah and a decision made on the best price **Action: Sarah S**

6. Treasurer Update

Current balance £24,888

7. Carnival / Fireworks Committee Update

Next meeting is **Tuesday 7th March, 8pm at Neta's house**. Please come along if you would like to help organise or have any suggestions for this great community event. Carnival will be on Saturday 10th June and the theme is Rugby. Adverts ready for In View for March, April, May & June. One Queen and 2 princesses this year (already chosen). The Scarecrow trial will be rugby themed, **someone is needed to organise it**. New member has joined – Rob Bailey from HF Way. Burns Nights – 62 locals came and the night was a great success. A special THANK YOU to John and Lu for letting us enjoy the second half of the evening in The Fox, and for sorting some great flyers for the event.

8. Almondsbury Parish Council Update

John C asked the group if anyone had any questions to ask him.

9. Severnside Wednesday Club Update

The heating keeps going on and off. Perhaps the thermometer could be 'boxed off' to stop people that hire the halls from fiddling with it. **Rich C**, can you suggest a system to simplify use of the controller?

10. WI Update

11. Brownies Update

Jen has done a risk assessment for the room the Brownies use, but needs one for the whole hall. John C will ask the parish council if there are any RA's for the Halls – **Action: John C**

do we have documents/certificates for:- Gas safety, fire alarms, emergency lighting, PAT testing, boiler servicing – check folder. **Action: Sarah S**

Brownies can use the hall for free while the new group is being developed. This will be reviewed in September 2017. Jen Ryan is applying for funding and wants to get Brownies involved in Carnival, Abbeyfield and the WI eastercomptonbrownies@hotmail.com

12. PCC Update

'Mothering Sunday' Afternoon Tea is in the Halls on Saturday 25th March. The Brownies will help with serving food to gain their Hostess Badge. It was noted that after wreath making and carol singing, the hall was left filthy – as there is no charge for using the hall, can it be cleaned thoroughly after use in future please.

13. Health & Safety Update

14. A.O.B.

The hall clock is keeping accurate time at the moment. Nathan came out and there was a £70 charge. The cost of an annual service for the clock is £130, details are on file (with Sarah). Calculate the cost of the clock since we've had it **Action: Jerry R** and discuss at next meeting if we should pay for an annual service (the general agreement was that it would be worth it).

Table Tennis – A table was blocking the door but was not left there by TT Club. Leaflets have gone to village houses and there is some interest from local. First session is from 5pm to 7pm on Tuesday 7th March. Bring a bat if you have one.

Car park – a quote is being obtained to get carpark lined and allocate a turning bay **Action: Jerry R**

We should report cars that are left there for more than a week – PC Pete could help us with this.

Youth are gathering regularly in the car park, smoking 'stuff' and dumping litter on the floor.

15. Date of Next Meeting

Monday 20th March 2017 – in the hall (please confirm hall is free **Lu**)