

SheviocK Memorial Hall Management Committee

Monday 6th July 2015

Present: M.Snowling, B. Snowling, M. Cloughton, L. Erasmus, C. Kennedy, A. Kayes, B. Stevenson, P. Brookes F. Harvey, J. Scott, T. Wells, J. Kentisbeer J. Carter

Apologies: L. Vickery, P. McLaren, N. Trout.

Absent:

Minutes of the last meeting were read, adjusted and signed.

Matters arising.

- a) Grants, extension and plans etc – Grant application is going very well with all sections detailed. Including benefits and needs etc. The general words etc for the application is being put together and Chris K and Pete M will have a draft proposal ready for discussion in September.
- b) Car park and entrance update- No updates as yet.
- c) Flag pole – No update.
- d) Summer fair- 11th July – 1.30 start.
Mike S – spoke about the carnival etc. There are some newer issues regarding Cornwall road safety issues. They suggested closing the roads – which would cost £45 to apply.
Mike sent a lot of details regarding risk assessment, routes etc etc – of which they weren't responsive. John Trivnan is happy with the insurance to cover us.
Mike S suggested we don't do the walk around the village.
All committee want to have the walk around the village – it is an integral part of the modern Carnival.
Chris K asked if there is a specific order not to do the walk around the village -if not then to go ahead with it.
Does state you don't have authority to stop traffic. Although we only ask someone to stop for 5 minutes. We have a contingency plan if we need to let cars or emergency vehicles past.
There was a worry about the timing of the walk not interfering with the buses on the hour.
Mike C checked we had enough yellow jackets – there are.
Ray Skelly may not be able to supply the Marquee – but he may be
Nadine attended the meeting shortly to say that she will be there and will help with sports and will liaise with James in the week.
Wet Weather routine means sports to be in the hall
Maypole dancing with Preschool is on the way.
Martin Entwhistle is booked.
Chris k has raffle prizes sorted. And will buy some other prizes to the value.
Ice Cream - Pat is on board.
Bunting set up to be Friday evening.
Dorothee – will do Bar-b-que.
Refreshments on going.
Question of parking in the carpark – to fit bunting half way across carpark before parade.
Programme of events:
1.30 –parade walking straight away then judging afterwards. 2-2.30 including presentation of prizes- fancy dress/best stall.
2.00 – band start playing
2.30- Maypole
2.45-3.00 - Georgina

3.15 - band
3.30-4.00 – sports
4.00 – tug of war and basket ball.

- e) Parish website – up to date – Chris will be adding a club calendar (due to grant application) and he asked for any input to be emailed to him.
- f) Louvre windows – Have been in place a long time. Mike S organised 2 quotes to replace all louvre windows on lounge and snooker hall. Asked for 2 prices as plain windows and with 2 openable windows. – £1840 and £1960 (with opening) and approx. £1500 without opening. Chris K says that the windows in the lounge may be part of the quote. Needs to be safety glass too. Lynn E proposed all the windows be done as the quote with openers. All agreed. Mike S to call the window company.

Treasurer's report

The current balance of funds is £15,278.17 plus £5,000 contingency fund.
Quiet month and half way through the year and are about half way on our fund raising.

General Maintenance report

Shed door has poor hinges – this has been reported and being fixed this week.

Lynn E was thanked for maintaining the garden.

Door stopper bolt in the sports hall – still not done.

Paper holder in disabled toilet.

Paula B to collect the items and fix both.

Thelma said that one window in the lounge that was not closing properly – to be looked at by the window company.

Andy said that he has repaired the chair and asked if any more need repairing – then to leave them to one side and labelled.

Mike S spoke about replacements for maintenance etc – Mike has spoke to Rod Smith and Neil Patterson and Mike Kenshole - electricians – all have seen the hall and are happy to take on the works. All agreed to use Neil Patterson, mainly based on Dave Allen's recommendation.

Mike contacted George Brown regarding the roof repairs etc. He suggested a few broken tiles etc and not much else – all agreed for him to do the work.

Handyman – Alan Brisley – he has looked at the hall – who is happy to do any maintenance to the hall.

AOB

Chris – is updating emergency plan and Village hall is to be the emergency centre which needs electricity back up such as a generator and thus the hall would need a plug point. There will be cost to the hall – so would need a quote and then the monies may be shared between parish and hall – Chris asked for agreement in principal to installation and all agreed.

Food hygiene course organise.

James asked about a village defrib machine – Parish council have looked into the purchase of one but would need at least 6 and this was prohibitive and thus a first aid course was offered.

Meeting closed 8.20

Date of next meeting –Monday 7th September 2015 at 7pm

Monday September 7th meeting agenda

- 1- Apologies
- 2- Minutes of last meeting
- 3- Matters arising
 - a) Grants, extension plan etc.
 - b) Car park entrance update
 - c) Flag pole – *not for discussion until car park wall is resolved*
 - d) Summer Fair - report
 - e) Parish website – update if req'd
 - f) louvre windows – update
 - g) village hall stock of yellow safety vests
 - g) Christmas fair
- 4- Treasurer's report
- 5- General Maintenance report
- 6- A.O.B.
- 7- Date of next meeting – Monday 3rd October 2015.