

Sheviock Memorial Hall Management Committee

Monday 3rd July 2017

Present: M. Snowling, B. Snowling, A. Kayes, C. Kennedy, J. Scott, J. Carter, F. Harvey, L. Vickery, T. Colrein, P. McLaren P. Brookes N. Trout, B Macintosh

Apologies: T. Wells. M. Cloughton

Absent: B. Stevenson

Minutes of the last meeting were read and signed.

Matters arising.

- a) Grants, extension and plans etc – Pete has a meeting with CRCC re the grants on July 18th.
- b) Car park and entrance update- Mike S has had another letter from Cornwall Council. Neighbours have had letters and have answered them. We hope this is now the last thing before we can proceed.
- c) Flag pole – Can then be moved after the car park repair.
- d) Lounge chairs – 12 new vinyl chairs to be purchased for the lounge - £390. Approval given, grey chairs to be stacked in 3s. Any surplus in the snooker room.
- e) Summer fair – 8th July – Summer Song theme
 - 1.00 start with judging
 - 1.15 procession starts
 - 1.30 Pre school Maypole
 - 2.00 Deviock community band
 - 2.30 Dance troupe
 - 3.00 band again
 - 3.30 sports
 - 4.00 prizes and raffles

Fiona says Dave Mashford is geared up to start for 7.00 but to stat dance music at 7.15.
Fiona says pasties and sausage rolls – she will collect on Saturday morning
Bar starts at 2pm and again at 7pm.
Raffle - £25 first prize and £20 on other prizes – Chris is happy for him and Gill to do the raffle.
Barbara to organise the refreshments.
Ice-creams to be done again by Pat – Barbara to check again this Wednesday
Barbara spoke to Margaret Jones about using her gas BBQ and we are able to have it. We can collect it and Barbara to organise people to cook.
Wet weather plan is as usual all in the hall.
Chris asked about a 2nd raffle in the evening. With small first prize and a couple of bottles of drinks.
Barbara to get soft drinks for the bar.
Peter to set up the bar. Price of a beer will be £2.50 per pint, Tribute cans - £2.50, Korev can £2.00, cider cans £2.50, wine - £1.50, Fruit juice, lemonade, coke 50p a glass. Squash 20p a cup.
Procession – at least 7 stewards – jackets organised, insurance covered by Torpoint events insurance. Stewards to have whistles and 1 blast on the whistle all people to move to one side for emergency vehicles etc.
- f) Notice board – Andy has tried to clean the material and Nu Sign will do a new Perspex sheet for approx £42. All agreed to proceed with this. Andy to organise.

Treasurer's report

The current balance of funds is £32409.04 – £16,867 ring-fenced for extension so actual money available £10,542.04 plus £5,000 contingency fund.

Quite a lot of income this month. £916 from Solar panels this quarter. Income through clubs and ad hoc hire has been high. Outgoings small this month.

General Maintenance report

Grass cutting - Paula says she had to rake the area at the back of the hall, and she felt that he was only here for a short time that morning. Paula will speak to him about having a shorter cut and to tidy away the cuttings. Chris will speak to him about what needs to be done as part of the contract.

Paula – asked if she could landscape the area outside the playgroup area. All agreed.

Barbara has said that some of the wires have come adrift and Andy is on the case with new clips.

Teresa – asked if the door to the sports hall had been fixed, but this is in hand at the moment.

AOB

Chris – wanted to remind everybody that we have public liability for any event going on in the hall. Does not cover the clubs that play sport elsewhere if it is part of a league. Each club must take out their own public liability insurance.

Our public liability covers any activity outside (organised). Paula has public liability insurance.

Each club needs to think about their own public liability for outside trips etc.

Lynn – craft fair – she has drafted a new invite letter and she has suggested that priority would be given to people booking 2 days. She noted that we haven't increased the prices of the tables for some time. She suggested for days = £1.00 per foot, and for 1 day booked =£1.50 per foot. Then to make enquiries about other craft fairs to see if prices need to be modified next year.

Teresa – She has a ceiling fan that can be donated to the hall if wanted. Mike S suggested fitting it into the extension. All agreed it was a good idea.

Meeting closed at 20.20

Date of next meeting –Monday 4th September 2017 at 7pm

Monday September 4th 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) Lounge chairs update.
- e) Summer fair - report
- f) Notice board
- g) Individual club insurance reminder
- h) Grass cutting and landscaping preschool area
- 4- Treasurer's report
- 5- General Maintenance report
- 6- A.O.B.
- 7- Date of next meeting – Monday 2nd October 2017.