

## Sheviok Memorial Hall Management Committee

Monday 5<sup>th</sup> February 2018

**Present:** M. Snowling, B. Snowling, F. Harvey, L. Vickery, P. McLaren, T. Wells, M. Claughton, J. Carter, C. Kennedy, B. Stevenson, J. Scott, T. Colrein, P. Brookes, B Macintosh

**Apologies:** A. Kayes, N. Trout

**Absent:**

Minutes of the last meeting were read and signed.

### Matters arising.

- a) All committee members such as chair, vice chair, treasurer and secretary were happy to stay in their positions, and it was proposed that all stay in position and all agreed.
- b) The chair passed round the form for all club representatives to sign etc. Also he passed round the health and safety policy for all members as a trustee member.
- c) Grants, extension and plans etc – Pete says we are waiting for results from the grant requests etc. The grant application team we are using on our behalf are working well on the grants front. He listed a couple of other companies etc that are offering grants etc. He said that if we change our stance from being a charity to a CIC, it may well reduce our chances of obtaining grants.
- d) Flag pole – It was decided to refit the flagpole on the fence side of the car park. Mike S to ask Kevin Andrews about drilling- ongoing.
- e) New year's dance – report – A good night was had by all who attended. It was felt that there wasn't a great deal of structured dances – such as waltz etc. There was a lot of 60s etc which people did dance to but it was a slow start initially. It was felt that he was very good – maybe some more specific dance numbers. May need to discuss with him the structure that we want next time. No complaints regarding pasties. We made an overall profit of £176.55.
- f) Access path gate – To be discussed at next meeting. Pula has not been able to talk to Monica and Mark re the gate. Mike also spoke about the large gate across the asphalt that needs to have the gate post fitted. Mike to talk to Kevin for larger gate.
- g) Caretaker – The job description was agreed at the last meeting, and the advert needs to go into the newsletter. Chris read the advert out and all agreed that it was worded well. He detailed the applications need to be in to Mike S early so they can be opened and read etc at the next meeting. It was agreed to advertise locally and in the Crafhole and Torpoint facebook page and the Peninsula trust.
- h) Baby changing area – The unit has been bought and is in storage but needs mounting on the wall. Mike S to ask fitters to have it installed and fitted by an insured professional etc.
- i) Porch Windows – The windows that were “blown” by condensation were looked at and a few quotes. One quote for 3 units to be replaced was £526.68 and it was by a company that have worked locally and come recommended. All agreed to have 1 or 2 more quotes done before starting the work.

### Treasurer's report

The current balance of funds is £31,151.71 – £16,336.70 ring-fenced for extension so actual money

available £9,815.01 plus £5,000 contingency fund.

Chris has started a new layout of the ledger to show levels etc in the different bank accounts and more detail of the cash incomings and outgoings.

Quiet month, good income. There has been some fractious times with EDF due to the amounts of direct debit changing last year (by EDF) us with a debt to pay, Chris has discussed it with them and that it was their fault - so now we are paying the std direct debit and an extra £50 per month to pay the bill. He will ensure they don't lower the direct debit over the summer months when they review the amounts.

### **General Maintenance report**

Judy - Rendering on the path side (just near entrance) is beginning to crack etc on some of the walls. Mike will call someone to give a report.

Lynn – Suggested that the first person to arrive at the hall, they should put the 20 minute outside light on to allow people to walk in easier.

Fiona – Water heater kept tripping itself out when it had got to its specific heat. Paula said that it has been fine last time it was used by the parent group. Advised to report any further problems.

Mike C – suggested a working party to look at tidying the stores again. It was agreed to have a working party. Mike C to discuss and organise a suitable Saturday morning- and email to all.

Paula – Lower end of the hall, one of the slats in the floor has moved a little, it is not in a “playing” area. Nothing to be done yet, but to monitor.

### **AOB**

Table top charity sale- 10<sup>th</sup> March 10am-12noon. – to be organised in March meeting.

Easter Bonnet parade.- 2<sup>nd</sup> April.

Chris – has put the dates of all the events on the parish council website – he asked all to make sure the dates are correct etc.

Mike S- Health and safety checks etc for the hall. Mike no longer has this as a business etc. it is needed to be done and he has a person to do it – John Isaac. He is happy to take it on but it will cost. Agreed to get a quote for this – then if it is within the limits of our payments- then to go ahead. Mike to organise.

Meeting closed at 20.55

Date of next meeting –Monday 5<sup>th</sup> March 2018 at 7pm – including AGM first.

## **Monday March 5<sup>th</sup> meeting agenda**

- 1- Apologies
- 2- Minutes of last meeting
- 3- Matters arising
  - a) Grants, extension plan etc.
  - b) Flag pole
  - c) Access Path gate
  - e) Caretaker
  - f) Baby changing area
  - g) Porch window
  - h) Main hall flooring
  - i) Rendering
  - j) Sports store room work party
- 4- Treasurer's report
- 5- General Maintenance report
- 6- A.O.B.
- 7- Date of next meeting – Monday 2<sup>nd</sup> April 2018.