

SheviocK Memorial Hall Management Committee

Monday 5th November 2018

Present: M. Snowling, A. Kayes, C. Kennedy, B. Snowling, T. Wells, T. Colrein, F. Harvey, J. Scott, P. McLaren, J. Carter, B. Stevenson, L. Vickery

Apologies: P. Brooks, M. Claughton **Absent:** S. Walters

Minutes of the last meeting were not available but were distributed and a paper copy handed to the chair on the night.

Matters arising.

- a) Grants, extension and plans etc – It was announced that we have been granted planning permission for the extension. Still waiting for the official letter about having the grant and how much and when we will get it. It is going through the executing officer from Exeter. We already have 2 emails from 2 different people saying that we have the grant, just waiting for the “official letter”. We are keen and trying to start. The next phase will cost us around £800 and this needs to be covered by the grant. Need to get on with it ASAP.
Looking to start the building etc next year, probably around Easter time. One part of the lottery grant is to offer training courses etc and we need to have a consultation with the community and Rame Peninsula trust and other providers to get an idea of what we want and what we can do re courses.
Need a project manager and project team that will need to involve a variety of local reps – young parent/carer, youth rep and mature age group rep etc.
Chris offered to be the project manager and Andy as his deputy – all agreed.
- b) Flag pole/fencing and Access path gate- Mike S has been advised that it will be done when they can start.
- c) Baby changing area – No more progress and it is felt that a portable one may be better and stored and usable anywhere. Barbara to discuss with Paula and move forwards.
- d) Hearing loops – Phil has tried to fix the hearing loop wires – but he can’t get staples small enough, but he can get a gun and staples for £30 and all agreed that this can be bought.
Chris asked for approval to pay his invoice of 399.23 which included a bulk buy of goods. All agreed the payment.
- e) Sound system- Andy has done a written guide that will be checked. And he advised to use the speakers on the trolley, when it is used.
- f) Hall advert – It was agreed to have an advertisement in the local newsletter and the magazine – Mike S to write this and it can be proof read before submission.
- g) Craft Fair – The committee thanked Lynn for organising the craft fair and the cleared profit was £767.60. Chris also suggested a thank you letter to Janet Locket - thanking her for her table and donation.
- h) Summer Fair – There may be some issues with building works of new extension and as such – we will need to have access to our grounds. Or have some kind of grand opening ceremony.

Also changing format will need to be done. James suggested having good advertising all the way through as we know anything and promoting the build, the hall and the opening date.

May have the stalls for each club promoting clubs etc. All agreed to move the fun day from July to September.

Plan is to update ad discuss the opening etc in the new year.

- i) Christmas Fair – Booked for December 1st. 2pm start. Mike and Bob to organise and put up the decoration.

Brian Pullinger has agreed to talk to Father Christmas and he is confirmed that he will attend.

Andy will organise the grotto.

All committee to bring 6 mice pies.

Barbara to talk to Nadine to get presents and we will organise a present wrapping- agreed to be Wednesday 28th November 7pm.

Chris and Gill to organise the raffle. £25 to get prizes, Lynn to do the fruit basket.

Lynn to make Christmas log. Teresa to man the cake table.

Barbara to organise refreshments.

Set up to be Friday evening or Saturday morning – tables etc.

Treasurer's report

The current balance of funds is £30,075.95 – £13,767.30 ring-fenced for extension so actual money available £11,308.66 plus £5,000 contingency fund.

Chris has had a meeting with Ian Harris and current reporting is OK. Chris has bank mandates to get signatures changed. With Chris coming off the list, Ian going on and James going on as a signatory. Ian will attend January meeting and February AGM.

Quiet month, income from craft fair and big out going was sound system.

Slightly down in matters of overall income.

General Maintenance report

Mike and Chris have had a 6 month chat with Phil and all seem to be happy with current process. They asked him that he can be more proactive with repairs etc and to do them if they are minor (up to about £15) without prior consent.

Phil raised issues of hall property – tools etc (such as new stapler) it was agreed to label all tools with SMH.

Outdoor carpark lights not done yet, but Mike is looking into it.

Mike has spoken to Southern Electric about the trees and they have said that is on their agenda and they will be here as soon as possible.

Paula has raised that there may be a wasps nest in the end gable above the end gable of the bowling room and some coming out of the light fittings. Mike to ask Trevor to look into it.

Also she asked about heating in the end of the corridor. – Committee to investigate.

Barbara to ask Phil about the loose strip in the doorway.

Judy asked of a maintenance book could be used by hall users to write issues and Phil can check this to start jobs and he and fill in any extra that he does.

Lynn asked if we needed builders' names or the extension. Chris said that he thinks the architect has a range of builders that he can work with. But if their quotes are not suitable then we may look elsewhere.

AOB

The plans for the extension were laid out and all looked and discussed. There was thought about storage etc especially if we have computers.

Meeting closed at 20.30

Date of next meeting – Monday 3rd December 2018 at 7pm.

Monday December 3rd meeting agenda

- 1- Apologies
- 2- Minutes of last meeting
- 3- Matters arising
 - a) Grants, extension plan etc.
 - b) Flag pole/ fencing - update
 - c) Baby changing area - update
 - d) hall advert - update
 - e) Christmas Fair - report
 - f) Sound system instructions - update
- 4- Treasurer's report
- 5- General Maintenance report
- 6- A.O.B.
- 7- Date of next meeting – Monday 3rd December 2018.