

Redmarley Village Hall Committee Minutes of 7th Oct 2021

Present:

Richard Taylor (RT) (Chair)	Judith Taylor (JT)	Ann Jones (AJ)
Peter Condon (PC) (Treasurer)	Suzanne Wheeler (SW)	Sophie Darlow (SD)
Liz Tillott (LT)	Sarah Smith (SS)	Aila Richardson (AR)
Dennis Richardson (DR)		

Apologies

Nick Marlow; Neil Goodall; Vicky Goodall

Minutes of last meeting held on 9th September 2021:

The chair asked if everyone had received and read the minutes:

DR said that the item 'Leaking radiator in ISR' under 'Maintenance' needed correcting and should read "The leaking radiator has now been fixed and the Radio Frequency valve (part of the heating control system) has been subsequently fitted on it. All now is working well"

There being no other objections, the minutes were approved by all present.

Items arising from the Minutes

- (i) Shed – planning application has been submitted, costing £231
- (ii) Barrier – now fitted with a bolt and padlock, & system seems to be working well.
- (iii) Destratification Fans – separate item on agenda.
- (iv) A School Representative has been invited to attend meetings - SS (head Teacher) is in attendance this evening)

Treasurers Report

Annual report

PC took us through the draft report.

It was noted under Maintenance costs that Bells have not reimbursed us for the Bollards. RT will follow up with Bells.

There has been a lot of activity on bookings for the VH esp after lockdown has ended.

The oil tank is currently about 25% full and more oil needs to be ordered soon. The steep rise in oil prices is a concern.

Maintenance

Still awaiting a date for the new doors/windows, this must be done in the school holidays.

Roman Glass have agreed to replace 'blown' double glazing window panels consisting of 6 panes costing £450 + vat, installation date to be agreed. Committee agreed costs. Work can be done after school say after 5pm.

Light 'pull-cords' in the changing room toilets replaced, apart from being dirty they had been 'tied up' above the 'break link' which was a hazard (the break-link is a weak point that is designed to snap if a child gets caught up in the cord).

Housekeeping

Hall Cleaning: Whilst the increase in bookings is welcome it does mean that cleaning the Hall is becoming more problematic. Currently the cleaner comes in every 2 weeks for 2 hours. Some hirers leave the hall dirty, the mess is left typically after a party (usually on a weekend). There are three options:

- (i) When the Hall is booked sequentially there is a rota whereby a Committee Member visits the Hall after the first user to check that it is clean and tidy.
- (ii) A 'cleaning deposit' of £50 is taken, if the Hall is left in a good state this will be refunded, otherwise a cleaner will have to come in at short notice... always assuming we can find such a cleaner.
- (iii) We no longer accept two bookings on the same day.

Committee members felt that option (ii) from above was the best way forward, with the deposit refundable within say 7 days, but we would need someone from the committee to check if the hall was clean or not. We can tolerate a small amount of mess - it would be up to the judgement of the committee member. We would need to take photos if there was a mess. The hall should be checked after parties (check booking chart).

As people need to leave the hall as they find it, perhaps a tick list of items to be checked needs to be provided. AJ says she may have such a list.

It was noted that contract cleaners who can come out at a moments notice are likely to be expensive. JT to follow up.

It was also noted that the Hirers Terms and Conditions would need to be amended to include option (ii) above.

Toilet Rolls: We are going through toilet rolls and blue paper towels at a great rate, this may partly be due to the increased use of the Hall but we also have 30 children using the IS Room each day...

SS will provide the schools own toilet rolls and paper towels for the IS room.

Bookings

It's been another busy month, given the problems with Housekeeping, mentioned above, we need a booking form (bookings, including T&C's are currently done by email).

Destratification Fans

This is a 'work in progress' and NG is liaising with Airius over specification and costings.

Future Events

We still want 'a pie and a pint' night, and it would be good to identify a suitable vendor. Ideally we really need an 'Entertainments Officer' to co-ordinate these events. RT will provide a 'job description' so that this could be advertised to the community at large.

Restructuring the Committee

As per RT's email, it was proposed that the committee be restructured into two divisions: there will be a 'Committee' of Office Holders and Trustees, and the rest made up of 'Volunteers'. The rationale behind this suggestion is to avoid giving the impression that the Committee is over-manned and we do not need further recruits.

It was noted that the church has a main committee of 4 members with sub committee of volunteers for projects.

The Charity Commission demarcate between trustees (typically about 6) and volunteers.

The restructure idea was unanimously passed by all present.

AGM

The date has been set for Tuesday, 9th November at 7pm.

There is likely to be the Chairman's address + Treasures report. Other items are invited.

There will be a committee meeting immediately afterwards.

AOB

SS: wants to erect a pole in the IS garden with 2 small dishes so that wifi can be bounced from the school premises to the IS room. School internet has to go through the school router for safeguarding reasons. There were no objections.

SS also agreed with DR to do a fire alarm & evacuation test the following day (Friday) at 11am.

JT: mentioned that the adverts for weddings, placed in the Newent gazette, are to be discontinued due to a poor response.

Also noted that the changing rooms need to be locked when not in use.

After Tennis Club events, the toilets etc need to be left tidy – LT will check.

DR & AR: mentioned that help with the Memory Cafe they run (Every second Monday of the month 2-4pm) would be appreciated. They are short of volunteers.

SW: When specific groups request to use the car park, e.g. Ramblers, we ask for a £10 donation or 'what you can afford'. The last person gave £3.90 in cash. The feeling was that there should be a flat £10 charge.

AJ: noticed that on 2 separate occasions that lights were left on in the changing rooms. SS said that she would set up school monitors to check that they are not left on.

LT: Still busy strimming the foliage in the VH grounds.

Meeting closed at 8pm.