

Stawell and Sutton Mallet Village Hall Committee Meeting

Minutes of Meeting

30th August 2018 @ 7pm

Present: ST, MT, MH, TH, CGH, HGH, EM, GE & AE (Minutes)

Apologies: DR

1. Welcome	Welcome by Simon
2. Minutes of previous meeting	Minutes of last meeting held on 12 th June 2018 were agreed by the committee as a true record and signed by ST & HGH.
3. Matters Arising	<ul style="list-style-type: none">• Water heater – new – actioned.
4. Treasurer's report	<ul style="list-style-type: none">• 3 Monthly accounts were shared and agreed by the committee.• Circulated and agreed. Still outstanding – loop system.
5. Fire risk assessment report and improvements required	<ul style="list-style-type: none">• Actions reviewed with committee<ul style="list-style-type: none">◆ Evaluation plan needed◆ Fire alarm needed◆ Phone discussed in an emergency – when no signal on mobile ring 112◆ Extra safety lights needed◆ Emergency exits discussed – one near ladies should not be used – only the doors onto the carpark which will allow access for all hall attenders within 2 minutes◆ Another CO2 & water extinguisher needed◆ Move waste areas◆ More cigarette ashtrays outside
6. Kissing gate rear of shed	<ul style="list-style-type: none">• Discussed with owners – not public access – may put a fence there to stop usage by the public.
7. Current safety & security lights quote and repairs	<ul style="list-style-type: none">• Upgrade 7 security lights needed – quote obtained & agreed by all of the committee to action.

<p>8. SDC Health & Safety observations re kitchen</p>	<ul style="list-style-type: none"> • Update by Max – inspector happy with kitchen. • Food hygiene course level 2 – Would be better if more than 2 have course – Eve & Carol to do and VHC with cover cost of the course. • Baking cakes – only at village hall, MH can continue to bake at home as registered safe. • New boards – coloured coded only to be used. • Record all temps of ovens, fridge and food heater – diary to be kept by Max. • Any sickness – coughs, colds, D&V – no attendance to help at Hub Café for 48hrs. • Disclaimer to be designed by 15th September – external food contractor or any party entertainer etc. who will sign which states that the VHC is not liable for H&S concerns.
<p>9. Village hall new works update</p> <ul style="list-style-type: none"> • Hot water - gents & disabled toilet • Baby changer – gents’ toilet • New lino to ladies 	<ul style="list-style-type: none"> • All works in toilet & baby charger will be completed next Friday. • ST to get quote for lino
<p>10. New Hub Cafe/Bar cupboard</p> <ul style="list-style-type: none"> • Bar improvements final quotes with fridges/blinds etc for October meeting with planned upgrade go ahead ASAP! (SDC grant!) 	<ul style="list-style-type: none"> • Cupboard to be installed on 7th Sept. • Plan to be designed by ST, MT & GE which will be presented to the VHC.
<p>11. Parking problems at the VH</p>	<ul style="list-style-type: none"> • HGH raised a concern regarding parking with no prior agreement by VHC. • A formal complaint has been received. • VHC agreed that anyone wishing to park needs to ask for permission and a contact number to be left in case we need to contact you. • If an event is happening – all the spaces should be available for the hirer. • VHC will ask Brian Scowcroft to add information to website, flyers for each

	<p>household and laminate signs for parkers who don't ask permission.</p> <ul style="list-style-type: none"> • HGH happy to be contact for parking.
12. Rospa report - fitness equipment checks	<ul style="list-style-type: none"> • All equipment passed. • Will be added to the website.
13. Hearing loop audio unit to DVD player for film nights. T setting reminder!	<ul style="list-style-type: none"> • All installed – grant from Asda. • Need a how to guide needed – ST to ask Gary from Bridgwater audio to sort. • Need update for website.
14. Feasibility quote from Bridgwater audio for ceiling projector unit with DVD cables and permanent speakers	<ul style="list-style-type: none"> • VHC agreed to have quote done for DVD. • Discussion regarding speakers/surround sound.
<p>15. Hub cafe 15th sept</p> <ul style="list-style-type: none"> • Availability and prostate cancer donation? • New Hub cafe cups launch • Hub cafe dates leading to Christmas - arts & crafts November? • Increase in Hub cafe prices and a BYO levy re VH licence costs 	<ul style="list-style-type: none"> • VHC all agreed for prostate cancer donation. • Profits from the café hub after costs will go to prostate cancer • Helpers – ST, MT, EM, MH & DR (?) • New mugs launched. • Arts & Crafts hub café – 5 tables booked already – 17th November (10.30 – 2pm) - £5 a table – set up at 9.30am. • 8th Dec – last hub café prior to Christmas – Film night in evening – with Christmas film • Price increase – to wait for a while and will review again in December. • Sugar dispensers - infection risk and would like to get paper sachets – agreed. • Salt & pepper – to buy disposable grinders. • BYO levy – discussion regarding charge for hiring equipment in hall – CGH & MH to review and then brought back to next meeting. They will also review the website as very out of date.
16. Film night 15 th – suggestion - 'The Guernsey literary potato peel pie society'	<ul style="list-style-type: none"> • Agreed by VHC.
<p>17. Functions in November</p> <ul style="list-style-type: none"> • Battles Over function 10th November 	<ul style="list-style-type: none"> • Rod Stewart tribute band – price discussed & agreed for 10th November with carvery meal. Tickets & flyers to

<ul style="list-style-type: none"> • 3rd - Rod Stewart tribute band? Cost? • Or War Horse film night Two events? 	<p>be designed – price to be decided when food priced.</p> <ul style="list-style-type: none"> • No film night for November at present.
<p>18. Lighting the Beacon – 11th November</p> <ul style="list-style-type: none"> • Letter to SDC, Police, Fire, Ambulance, British Legion, St Johns Ambulance and SDC Safety Advisory Group. VH insurance to cover event. • Wood collection 	<ul style="list-style-type: none"> • Speaker to be confirmed at next meeting • Beacon to be lit at 7pm – with drinks in the village hall afterwards. • VHC agreed with letter • ST to put a plea out on the website for more wood.
<p>19. Peace Garden/fountain and fencing on hold to New Year.</p> <ul style="list-style-type: none"> • Update on fountain and new benches...ASDA grant Village hall extension 	<ul style="list-style-type: none"> • On hold until January • Quotes x 2 received – 1 quote agreed. Applying for SDC grant.
<p>20. Table tennis return for autumn/winter?</p>	<ul style="list-style-type: none"> • Yes - happy with to start again – ST to enquire with organiser.
<p>21. Denise party update - bar</p>	<ul style="list-style-type: none"> • Thank you for the support to the VH.
<p>22. Village club card draw - August</p>	<ul style="list-style-type: none"> • 30 - £15, 74 - £10 & 77 - £5
<p>23. Calendar update</p>	<ul style="list-style-type: none"> • Update regarding upcoming events including some external hirers. • Hub Café – October 13th & maybe a later film night (TBC) • 1st Dec - Burtle Steel band • AGM – 13th Nov with 7.30pm start
<p>24. A.O.B.</p>	<ul style="list-style-type: none"> • HGH – If anyone asks if the hall is in use – just say “Please check with Carol (Bookings & Events Manager)” • CGH – Thank you for all your help at Denise’s party • GE – Thank you Rosemary for working so hard at party on 21st August •
<p>25. Date of Next Meeting</p>	<p>Tuesday 25th September@ 7pm.</p>

Meeting finished @21.46hrs