

Enstone Parish Hall Management Committee

Minutes

Date: Monday 5 March 2018

Place: Litchfield Room

Present: Andy Lee, Bridget Zan, Anthea Williams, Susan Parris, Paul Johnson, Tom Rosewarne, Ron Bridger, Rachel Hunt, Freda Seath

Item	Action
1. Apologies None	
2. Minutes of last Meeting Agreed and signed	
3. Matters Arising Status of Trustees Andy will check if Offices rather than named individual committee members can be nominated Trustees	AL
4. Health and Safety No accidents have been reported. Tim asked about our COSHH register. Ron will list all substances stored in the hall and pass to Freda. She will find appropriate sheets to be kept on site.	RB/FS
5. Caretaker's Report Insert from email + notes	RB

	RB
<p>6. Cleaning and Maintenance</p> <p>It was decided that to allow hirers to mop up spillages, Ron will buy a new mop and bucket to be kept in the storeroom together with the scissor broom.</p>	RB
<p>7. Bookings Manager Honorarium</p> <p>Anthea had received no replies from other halls concerning payment to Booking Managers. It was agreed that Tom would be paid the same rate as Ron for 2- 3 hours per week. Bridget will send the contract to Andy and implement payments. Tom agreed to pay own tax.</p>	BZ TR
<p>8.Hall heating update</p> <p>Three quotes have now been obtained. Andy will go back to the Parish Council to seek agreement to begin work. The Clerk to the Parish Council has started to apply for a grant to carry out the work.</p>	AL
<p>9. Financial Update</p> <p>Bridget presented the accounts and reported a loss for the month of February, but March figures were in profit.</p>	BZ
<p>10.Events Update</p> <p>The first Film Night had to be cancelled because of the inclement weather. The new date is Friday 6 April.</p> <p>All who sold tickets will inform holders of new date. Refunds will be given if people are unavailable. Rachel will update posters and Susan will put them up.</p> <p>Andy will buy wine, beer and soft drinks. WI members will provide teas coffees and snacks.</p> <p>Ron has now made blackouts for the windows. The lantern remains problematical.</p> <p>Bridget will provide a float of £20.00</p> <p>Tom will report back possible future dates in May.</p>	All RH AL BZ TR

<p>11. Communications Report</p> <p>Facebook is in use.</p> <p>Bridget has been sending a letter out explaining the changes in GDPR, asking regular hirers to agree to these changes. So far, no replies have been received. The letter will be amended to say that if the agreement is not signed and returned, then hirers' names and contact details will have to be removed from the website.</p>	<p>BZ/RH</p>
<p>12. Hall Improvements</p> <p>The fence requested by the Toddler group will be the next priority. Tom will ask the leader where they would like the fence, how high it should be and what type. Ron will then get a quote.</p> <p>The sign will be delivered around 13 April. Tom will accept delivery and Paul will check if planning permission is needed.</p> <p>The kitchen will be discussed at the next meeting.</p>	<p>TR/RB</p> <p>TR/PJ</p>
<p>13. AOB</p> <p>Anthea reminded members that the next meeting will follow the AGM on 30th April. Rachel will advertise widely. Reports from the Chair, Treasurer and Bookings Manager/Communications Manager on current activities will form items on the agenda.</p>	<p>AL/BZ RH/TR</p>
<p>14. Date of next meeting</p> <p>Monday 30 April 2018 at 7.00pm, following AGM</p>	<p>ALL</p>