

Main Meeting Minutes - 29th Jan 2018 plus Notes from Sub-Group Mtg. 26th Feb 2018

Apologies:

- Linda King, Simon Webber, Pauline Robson, Dorothy Thwaite

Present:

- Geoff Howard, Peter Capel-Cure, John Carney, Mel Marshall, Debbie Sudlow, Jane Nami, Shelly Nelson, Hazel Jackson, Phil Scruton

Minutes of last Meeting:

- Minutes agreed and signed as accurate by Chairman as a true record of that meeting. Also Chairman ran through notes from last Sub-Group meeting and confirmed a couple of points, i.e. the cleaner is paid for Mondays when it's a Bank Holiday.

Matters arising from Main Meeting:

- 3 main areas to discuss – **Fire Alarm/Dishwasher/Toilets**

Feminine Hygiene

- Geoff referred to the notes of Sub Group meeting which explained why we were discussing. Quote from Cathedral £2 a week per unit, Rentex - £3 per week per unit. As Cathedral do the school we will ask them to install (we will provide a key code for access)

Fire Alarm

- We are waiting of a couple of quotes, if we need a 3rd quote Phil can source. Question was asked whether we should have the alarm linked to someone? General agreement – No.

Defibrillator (now out of date)

- Quote for battery – cost £200 and should last 4 years – all agreed we should proceed.

Stage Curtain Grant

- The grant is open for 12-18 months. There has been a delay but should be arriving this week. Track will be refurbished. Phil discussed the track & asked whether should be replaced now – Geoff will look at with Phil.

Acoustic Tiles

- Shall we hold off until sorted dishwasher? Consensus was just to go ahead and buy the tiles.

Dishwasher

- There have been several complaints about the dishwasher. Discussion around fact it will not work like a domestic dishwasher, it will have a heating up time of up to an hour. £1.5-£2k will be our spend. There is one at St Peters Church – Geoff & Peter to go and view.

Handryers –

- 3 Airforce hand dryers – Geoff to buy

Tablecloths

- Mel explained about tablecloths- 6 missing from beginning of year – they were returned over the weekend. There is a wedding in April so we need to purchase/ put away carefully and use then only for weddings. Cheaper ones for general use.

Toilets

- We will use the Station pub as the 'model' – community sums and funding discussion – the job will be done.

Secretary's Report:

- No correspondence received

Treasurer's Report:

- No change from Sub Group meeting

Booking Secretary Report:

- Mel has had 2 inquiries from theatre companies
- Garage - 5 cars max parked round back They pay us for the space £1200 p/a

Maintenance Report:

- See Matters Arising – also Community Payback scheme now able to assist with general cleaning, clearing and painting. See Sub-Group meeting notes regarding background. All is going well and discussion around jobs that could be done. Question was asked if any of the groups need jobs to do. We provide the materials.

AOB

1. Feast weekend – car-park becomes very busy and more spaces are needed. We will look to publicise the event earlier so everyone aware not to leave their cars unnecessarily in car-park
2. Big Breakfast – mop bucket useless – we do now have a new one.
3. Corner shop - See notes from Sub Group. Fizzy Fox coming into old Post Office building. Now called Giddy goose. Tickets for Film Club etc. can be purchased from either.

Date of next meeting

- Sub Group meeting Monday Feb 26th at 8 pm
- AGM Monday 26h March **starting 7.30 normal meeting for 8pm AGM meeting start.**

Notes from Sub-Group Follow-up Mtg 26th Feb 2018

Present:

G.Howard (Chair), P. Capel-Cure, M. Marshall, P. Scruton, J.Carney, D. Thwaite

Apologies:

D. Sudlow

Actions following Main Meeting:

- **Feminine Hygiene**
 - Cathedral Hygiene now contracted to supply a single unit and to service it each month
- **Fire Alarm**
 - Hall has been surveyed and quote now being assembled
 - Survey visit revealed need for rear kitchen door to be adapted to Emergency Exit type (i.e. 'push bar to open')
- **Defibrillator**
 - New battery and pads now ordered via Parish Council (we need to reimburse PC the sum of £228.95 to cover the net cost of one set as agreed)
 - Note: defibrillator called into action last week but a resident reported it was not sufficiently clear one had to break Glass for Key. Additional sign now placed in front door

window and with the lock code 666111# printed on its reverse. Need also for some residents' training sessions.

- **Stage Curtain**
 - Curtain and track now fitted – awaiting weighted hem
- **Acoustic Tiles**
 - Now installed in Dining Room
- **Dishwasher**
 - Visit to see machine at St Peters resulted in our identifying a machine more suited to our scale of operation but noted need for Rinse Spray fitting for sink taps and a Waste Disposal Unit
 - Knabs Ridge main grant scheme now open - application for dishwasher, spray and waste disposal unit in progress.
- **Hand Dryers**
 - 3 off G-Force MKII Hand Dryer GFM201 hand dryers now purchased, delivered and installed.
- **Table Cloths**
 - 6 off replacement large white table cloths now ordered and delivered.
- **Toilets**
 - An informal approach has been made to Snooker Club resulting in our understanding that a radical remodelling of the toilet area which absorbed their WC into it, would be acceptable. This makes possible possible enlargement of the women's to better accommodate the sanitary unit, some remodelling of the gents and would result in twice weekly cleaning of all toilets at no additional cost to the club

Secretary's Report:

- No correspondence

Treasurer's Report:

- Income for the year = £38,846

Booking Secretary's Report:

- Continues to be buoyant now 4 different theatre companies using the hall and a steady demand for children's parties

Maintenance Report:

- PayBack scheme group has now re-polished the main hall floor, varnished the stage apron, cleared around the rear of the hall outside and the car park hedge bottom, cleaned all chairs and repaired plaster damage in Chair Store.

A.O.B.

- Ongoing problem of cars and commercial vehicles using the hall car park for extended and overnight parking. Need for standard letter to explain problem and an agreed course of action for persistent offenders.

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