

Main Meeting Notes

Apologies: Linda King, Simon Webber, Pauline Robson, Mel Marshall, Jane Nami, Shelly Nelson, Suzanne Capel-Cure

Present: Geoff Howard, Peter Capel-Cure, John Carney, Debbie Sudlow, Hazel Jackson, Phil Scruton, Dorothy Thwaite

Minutes of last Meeting: Minutes agreed and signed as accurate by Chairman as a true record of that meeting. Noted that Vicki Dixon and Stuart Jennings were actually present at the last main meeting on 29th Jan 2018.

Matters arising from Main Meeting:

Several outstanding actions have now been completed.

- Fire alarm - actively getting quotes. Geoff has been advised by Fire Brigade that if there is a fire and something goes wrong then the responsibility rests with the Chair.
- Back kitchen door – needs a push bar to open as the main doors do.
- Cathedral Hygiene have now completed their job and we are now up to the legal standard for hygiene.
- Defibrillator is in and in full working order. Phil advised of an incident in the village where there was a hesitancy to break the glass. More training sessions are to be arranged. The code (666111#) will be circulated. This will open the door. Battery is now good for another 4 years.
- All work on stage curtain now completed – Geoff to complete grant form.
- Acoustic tiles – now done.
- Dishwasher – grant application of £2.5k gone in - we won't know until June if successful. Geoff explained the difference between a domestic dishwasher and the commercial one we will be purchasing.
- Hand dryers are in – very powerful!
- Toilets – we are trying to push forward with refurbishment. Snooker club are receptive to our ideas. We will be looking at our own funding for refurbishment.
- We've helped 'Dancing for Well-being ' with a grant for £500 for higher chars.
- Payback scheme all up and running (see previous minutes for detail)
- All clocks in the Hall are in working order and correct time.

Date of next meeting:

Sub Group meeting - Monday 30th April at 8 pm

Main meeting - Monday 21st May starting 8pm

Notes from Sub-Group Follow-up Mtg 30th April 2018

(supplemented by update notes as appropriate)

Present:

G.Howard (Chair), M. Marshall, P. Scruton, J.Carney, S. Jennings, ???

Apologies:

D. Sudlow, P. Capel-Cure

Actions following Main Meeting:

- **Fire Alarm**
 - One quotation received from Guardian Alarms for £8985.94 inc. VAT!
 - Noted that rear kitchen door should be an emergency exit
 - Noted that, as Chair, GH is legally responsible for proper provision!
 - PS and GH agreed to pursue additional quotations (*e.g. Hartley's, Gibson Electrical, Logic Fire and Security*)
 - Noted possible need to isolate stage area to avoid false alarms during stage productions involving pyrotechnics!
- **Toilets**
 - Awaiting quotations
 - Likely outcome that we get local builder to remove existing, break through to snooker WC and make good then use specialist cubicles manufacturer/installer perhaps with local plumber to connect (*quotation for cubicles promised by Aaztec Cubicles, Thirsk*)
 - Agreed to fund from own resources if possible (*likely to be £15K - £20K but may make grant applications more acceptable in the short term and Commuted Sums from recent housing development will more than cover medium term*)
 - PS advised that there may be better arrangements to make use of the enlarge space (*Note: Aaztec agree and will show repositioning of sanitary-ware in gents WC - GH*)
 - Hope to refurbish end of July to start September this year.
- **Grants**
 - Awards for All grant for theatre sound system and stage improvements (£6510.96) now fully signed off and formally acknowledged as satisfactorily completed.
 - Knabs Ridge mini-grant (£500) for Banqueting Chairs (*as requested by Dancing for Well-being Class*) awarded and chairs now delivered
 - Knabs Ridge main grant application for Dishwasher submitted and decision awaited in June.

Treasurer's Report:

- Bank balances healthy and broadly as in previous Main Meeting
- Probably able to sustain Toilet Refurbishment and some other small improvements (*pending quotations and details*)

Booking Secretary:

- Request for Main Hall to be used f.o.c. for roller skating practice in preparation for fund raising marathon – all agreed that hall can be used at will during 'free' times.

Maintenance:

- Dyson cleaner repaired at a cost of £58
- New filter soon needed for Water Boiler – 1 in stock and ready to fit
- Need to check if mains electricity is available to clock in Main Hall so that an auto-clock may be fitted.

- Mirror Ball now wired to lighting panel but alternative (*and simpler*) direct connection awaited

General Discussion:

- In addition to points raised above:
 - **Weddings:** Brought to our attention that a resident is offering to help promote the hall as a wedding venue – some discussion about what would be required to bring Main Hall to a good professional standard (*e.g. ceiling drapes, tableware, cookware, serving dishes, banqueting chairs, covers and bows*)
 - Lack of glasses for drinks other than wine and beer noted by some users so agreed to purchase 10oz Hi-Ball and Prosecco glasses.
 - Agreed to seek a small grant application for improving Main Hall as a wedding venue as a result of growing interest (*e.g. 'marquee' type ceiling drapes, pleated wall linings, 'Star Cloth' stage backcloth, etc.*) - GH
- **Commuted Sums:**
 - Our Memorial Hall is likely to benefit as a result of the sums building developers are required to grant to various local community amenities.
 - Broad discussion around what our needs are to meet our growing population and what major improvements we might contemplate if the promised Commuted Sums funding becomes a reality.
 - Agreed to seek ideas from all interested parties (*e.g. Hampsthwaite Players*).
- **The General Data Protection Regulation (GDPR)**
 - GDPR is a new EU directive which comes in to force on 25th May 2018. It builds on and replaces the existing Data Protection Act 1988 and gives individuals more rights and protection regarding how their personal data is used.
 - There are consequences for the Memorial Hall in terms of how, with what permissions and for how long we store “Personal data” of any form (*e.g. when taking a booking*).
 - “Personal data” is any information about a living individual which allows them to be identified from that data (*e.g. a name, photographs, videos, email address, or address*).
 - There will need to be changes made to our Bookings Form and procedures and to our website but the first task is to audit what “Personal data” we hold and for what purpose.

A.O.B.

- For information, Hampsthwaite Players are seeking ways and means of providing motorised scenery back cloths – to be funded by the Players

Main Actions to Take Forward:

1. Continue to seek quotations for fire alarm and toilet refurbishment (PS, PC-C, GH)
2. Purchase a stock of Hi-Ball and Prosecco glasses for general use (done)
3. Pursue a possible grant application for improvement to enhance provision for birthdays, anniversaries, wedding receptions and similar occasions. (GH)
4. Seek ideas for major projects to enable the hall to respond to the needs of our growing population (All)
5. **Undertake an audit of our collection, use and retention of “Personal data” as defined by GDPR (GH, PS)**

Date of next meeting

Main meeting Monday 21st May starting 8pm