

Redlake Valley Village Hall Committee Meeting
Thursday 10th April 2014
Minutes

Present: Di Cosgrove, Patrick Cosgrove, James Middleton, Christine Rogers, Jim Rogers, Peter Sherman, Becky Whitton

Apologies: Ian Campbell

In attendance: Beryl Palmer

1. Minutes from previous meeting and matters arising

These were approved (proposed JR, seconded PS)

2. Action Points from Previous Meeting

Jim has now circulated the new hall booking policy.

Becky is actively seeking a good condition, second-hand electronic piano
Action BW

Di explained that individual table-cloths are expensive so it was agreed that she would delegate hemming of material to people, but would first gather some samples for examination.
Action DC

Patrick has now heard back from the Charity Commission and all amendments are approved bar that of a changing to a more precise definition of the Area of Benefit, for which the CC wishes an explanation. It was agreed that this would be Chapel Lawn Village plus the townships of Pentre Hodre, Hobarris, Menutton, Purlogue, Treverward, Obley and Lurkenhope.
Action PC

3. Projector

This had not yet been returned, and although Patrick hoped it would be back in time for the showing of the Arnold's film, Peter has arranged a back-up machine from Arts Alive.

4. Fire risk assessment

Jim talked trustees through the draft fire risk assessment and control sheets that he, Peter and Patrick had prepared in draft form. The following actions were agreed:

- (1) A fire blanket will be purchased for the kitchen. **Action JR**
- (2) An emergency light will be fitted in the lobby. Ian had previously offered to do this. **Action IC**

- (3) An ash tray with a covering hood would be purchased for outside the front door. **Action JR**
- (4) Jim will fit a smoke alarm in the boiler room. **Action JR**
- (5) Beryl and Patrick will work together to agree a notice for all residents and local organisations in which the new responsibilities for hirers will be explained, as well as inviting them to the AGM. There will be a slip for them to return as acknowledgment of the new arrangements. **Action PC/BP**
- (6) It was agreed that PAT testing should be carried out every three years. If this is carried out this year, it can then coincide with the mains testing in 2017. Peter will investigate costs. **Action PS**
- (7) It was agreed that the mains circuits would be tested every ten years, the next time being 2017.
- (8) It was agreed that the overall area of the hall only necessitated a single fire exit, so the rear exit sign would be removed. Trustees or hirers introducing events would now only point to this exit and explain that the assembly point is the car park.
- (9) Patrick will prepare a final version of the risk assessment and control sheets in readiness for the first risk assessment which from henceforth will be part of the AGM **Action PC**

5. Food 'n Flicks 26th April

Tickets are selling slowly. Di, Christine and Beryl have arranged to do the shopping on 25th April

All agreed to promote it when in contact with people who might be interested.

6. Residents' Perceptions of Hall Events

This was a rather inconclusive discussion. Patrick expressed the opinion that trustees were responsible for the upkeep and legality of the hall, and helping to organise the 'regular events' was optional but customary, whereas organising a more comprehensive programme of events was not necessarily a trustee's responsibility, it being down to local residents to make use of the hall or not.

7. Clun Recreation Trust

It was agreed that a request would be sent to the Clun Recreation to thank them for their offer of financial support and to request up to £500 for the replacement of the old hall piano that has now been disposed of.

8. Date of AGM and arrangements

Tuesday 20th May 7.30 pm, to be followed by a wine and cheese tasting.

Patrick will send out trustee nomination forms to all present trustees and to local organisations explaining that they may nominate a trustee if they wish. Blank forms will also be available on the night.

Peter will arrange the wine through Mark Hughes at Llanfair Waterdine. Patrick will try find out about the new deli in Knighton as it might sell good cheeses.

Actions PS/PC

The hall finances will bear the cost, estimated to be around £80.

9. AOB

James will try to fix the broken floodlight bracket, otherwise a replacement will cost about £35. If it happens again we will consider a protective post. **Action JM**

Patrick will buy a replacement extension lead and two types of connectors so that the projector can be used with old and new ipads. **Action PC**

Jim will attempt to fix, or otherwise replace the water heater in the Gents' toilet. **Action JR**

It was agreed that the village hall could be used for services if the repair work rendered the church unusable.