

Postbridge Village Hall Committee Meeting

18/11/15

Present

Paul Hammett, Sue Hammett, Pat Audas, Adam Lloyd, Jackie Gee, John Churchley, Tessa and Steve Arrowsmith- Brown, Stephanie Kable

Apologies

Julian Greatex

Discussion	Action Agreed	By Whom	Date Required
Actions from last meeting:			
Maureen Seabrook has taken down her trees.			
SWH have delivered scalpins which Frank Martin has spread around the original car park. More scalpins have since been dropped off.	Rest of Scalpins to be spread	Frank Martin	18/02/16
Fire door has been repaired completing all work identified on the priorities list.			
NFA re millennium bench	To add funds to the village hall account	Pat Audas	18/02/16
Sue Hammett has framed the car park volunteers photograph and purchased a new village hall clock.			
Chairman's report:			
The constitution of the Village Hall requires to have representatives of various groups on our committee. One of those groups is the Dartmoor Parish Council and I am delighted to welcome Julian Greatex on to this committee in that capacity.	Joining of Committee	Julian Greatex	18/11/15
Alex Warne's horses have knocked some of the top stones off the dry stone wall. I wrote to Tom Stratton about his obligation to install a wire fence on his side of the wall but didn't receive a response. I also left a message with his clerk on Tues 16 th November. Still no response.	Letter to be written to Chris Gregory, manager of Tom Stratton	Paul Hammett	18/02/16
Outside floodlight has been left on after people have left on 2 separate occasions.	Sign to be made by light switch to remind people to switch it off	Sue Hammett	18/02/16
Pat Audas biography on website needs developing.	Biography to be completed and sent	Pat Audas	18/02/16

Christmas tree festival needs to be advertised on Village Hall Website	to John Churchley Event to be added to website	John Churchley	22/11/15
Treasurers Report Report included latest village hall bank statement to increase transparency. Hallmark scheme recommends for 2 signatures to be on a cheque for increased security. Committee agreed for Adam Lloyd and Paul Hammett to be able to provide second signature. £330 raised at October Quiz fundraiser. £5350.10 currently in the bank 860.33 excess of income .	For all future treasurer reports to include a bank statement For 2 out of the 3 signatures to be present on any cheque over the value of £500 External audit to be arranged. Richard Watson to be asked	Pat Audas Pat Audas, Adam Lloyd, Paul Hammett. John Churchley	18/02/16 18/02/16 18/02/16
Hallmark Scheme Level 2 awarded with special thanks to Adam Lloyd. Charity commission booklet to be given to all new trustees, outlying roles and responsibilities. New members pack to include this and mission statement, AGM, minutes, hall policies. Policy of not hiring to under 18s to be put into writing. Vulnerable person and equality policies to be made public and need for TENs for serving alcohol. Adam has created a plan including fire extinguishers and exits to be displayed on noticeboard. Hallmark recommend schedule of maintenance and checks i.e. fire extinguishers, water testing, annual updating of risk assessments, inventory etc.	Awaiting certificate to be framed when received. Minutes to be signed and each page initialled Booklet to be circulated to existing trustees. Payment to be received up front when hiring the hall To be added to booking form and hall user manual. New noticeboard to be purchased for inside the hall Schedule to be created.	Paul and Sue Hammett. Paul Hammett Stephanie Kable Jackie Gee/ Pat Audas Pat Audas Adam Lloyd Adam Lloyd Adam Lloyd	18/02/16 18/11/15 30/11/15 01/01/16 18/02/16 18/02/16 18/02/16

Side store is currently storing unwanted items and is a risk being left unlocked as electric box inside.	To be cleared out and scalpins laid for flooring.	Steve & Paul.	18/02/16
Side store to be locked with key kept in glass keysafe which can be smashed on emergencies.	Lock and glass box to be ordered	Adam Lloyd	18/02/16
Some difficulties getting key from post office when they are closed and difficulty finding Jackie to collect key.	Key for hall and side store to be kept in keysafe. To be added to hire agreement.	Pat Audas	18/02/16
Recommendation of hearing loop or discussion of purchasing microphone and speaker.	To research installing a hearing loop	Adam Lloyd	18/02/16
2 months notice of AGM to be given in post office and village hall noticeboard	Poster to be put up in January	Steph kable	31/01/16
Recommendations of Annual opening day, fundraising policy and environmental and energy audit.	To be discussed further	All	18/02/16
Big Lottery Application Stage 2 submitted on 12th november, with feasibility report as evidence. Lottery now has 4 months to consider application. If successful we have 6 months to stage 3 and another 4 months for the lottery to consider and approve. Application submitted asked for £262 152 to include £18 000 development costs to assist in stage 3.	Await outcome. To discuss design if approved - ?portable stage etc	All	12/03/16
Health and Safety Accident book to be used and reviewed.	Accident book reviewed at each meeting	All	18/02/16
	Accident book to be referenced on hiring agreement	Pat Audas	18/02/16
No lock on cleaning cupboard	Combination lock to be added	Paul Hammett	18/02/16
Bookings Update: 25th November and 9 th December - balance and fitness group	Booking calendar to be updated each meeting online	Jackie Gee and John Churchley	18/02/15
Only 2 bookings for Cheese and Wine night and spud no	Posters to be	Sue	06/12/15

longer able to run event. All voted in favour to change event to a bring and share social on Sunday 6 th December at 7pm.	updated	Hammett	
Christmas tree festival - 1-5pm 5 th and 6 th December. Entrees to bring and take their own trees away. Link article completed and to be advertised on Tony beard's radio show on sunday 28 th November Refreshments of mulled wine, mince pies, donate a prize to raffle,	Adam in hall from 10am on 4th for tree decorating.	Adam Lloyd Jackie, Steve and Tessa,	04/12/15 05- 6/12/15
Christmas Whist Drive 15th December. Agreed for committee to provide some food on this occasion but to be discussed for next year.	Two loaves of sandwiches and 50 sausage rolls. Other food 2 Quiches 2 Cakes Co ordination	Paul Hammett Adam Steph Tessa & Steve John	15/12/15
Hirers comments and feedback Positive feedback received from Nigel Tigwell	Comments to be brought to each meeting.	Jackie Gee	18/02/16
AOB Superfast broadband to be provided to 100% of Dartmoor by 2017 via airband technology. Currently under planning. Airband committed to providing airband to community halls and buildings- john to find out cost of airband installing.	To find out cost of installation and running of airband to provide hall with wifi.	John Churchley	18/02/16
Get up to speed provide free training on how to make the most of superfast broadband on laptops. Ipads etc	To invite Get Up to Speed to the hall for training if successful in getting wifi	John Churchley & Steph Kable	18/02/15

Meeting ended 21:37

Next Meeting
Thursday 18th February
7:30pm

AGM
Thursday 7th April
7:30pm

Signed.....

Date.....