



MINUTES OF EMERSONS GREEN VILLAGE HALL MANAGEMENT COMMITTEE MEETING
Held at the Village Hall Emerson Way
7. 00.p.m. Tuesday 15th January 2008

1. Apologies

Rachael Eastman, George Kousouros, Niki Long, Kam Mistry, Jayne Pontin, Jim Rochford, Viv Roberts, Diane Roberts, Brian Sutton,
Present.

Alan Maggs *Acting Chairman*

Stan Ward *Treasurer*

Val Routley *Minutes Secretary*

Barbara Cullimore, Jim Cullimore, Ruth Cooper Barbara Dean, Kevin Donaghy, Jacqueline Gregory, Hazel Hynam, Andy Watch.

2. Confirmation of Minutes of 4th December 2007

Proposed by Alan Maggs Seconded by Jim Cullimore. Unanimously agreed.

3. Updates from:

• **Chairman**

i) Alan welcomed Barbara Dean as a new member of the committee.

A leak has appeared in the roof of the Village Hall.

Action.... This is awaiting a builder's inspection and quote for repairs.

ii) Due to pressure of work the staff has been working through their meal breaks and they have asked to be allowed meal break . Proposal

That Staff takes a 30 minute meal break providing the reception area is covered by one person and problem referred to staff subcommittee.

Proposed by Alan Maggs Seconded J Cullimore. Unanimously agreed

Action....The problem is referred to the next Staff Subcommittee meeting for discussion

• **Treasurer**

i) **A Trial Balance to the end of December 2007** was presented and accepted.

Action....This will be sent to the accountant as the end of the financial year account.

ii) **New Computer System for the use of Village Hall Staff.**

The replacement of existing computer system with a faster one. Treasurer confirmed that there are sufficient funds available.

Proposed Stan Ward Seconded Val Routley Unanimously agreed

Action.... To be discussed by trustee at their next meeting.

- **Secretary**
Mangotsfield Rural Parish Council has agreed to a grant, maximum £75 for 50% of the running cost of the art competition for children in the Primary Schools in MRPC Parish. Subject for the poster yet to be agreed, suggested topic “Road Safety” other suggestions welcomed.
Action.... Topic to be confirmed at a later meeting.
- 4. Village Hall Staff.**
Luncheon Club The Brandon Trust is interested in running the complete service for a Senior Citizens Luncheon Club at the Hall on a monthly basis.
Action.... Rachael Eastman has arranged a meeting with representatives of the trust to discuss it further.
- 5. Award of contracts for building works decorating, lights.**
 Quotes for the work are still outstanding.
Action....On receipt of quotes consideration by trustees.
- 6. Events Committee. confirmation of**
 i) Pantomime Sinbad 25th & 26th January
 ii) Salsa Night 16th February
 iii) It was suggested that the date of start of school summer holidays is confirmed before setting a date for the Summer Fete.
Action....Confirmation of dates of school holidays
- 7. AGM.** February 28th 2008 commencing at 6.30.p.m. Officer to be elected, report on Hall to be given by Acting Chairman. Hall users to be invited to display information on their groups. Refreshments to be provided.
Action.... Clerk to prepare forms for election of officers, Village Hall Staff to invite users to provide a display featuring their group’s activities, posters to invite general public to be displayed locally.
- 8. EGVH Newsletter** This still awaits articles from user groups.
Action....Cost of in house printing in both colour and black and white to be investigated and discussed at next meeting.
- 9. EGVH Website**
- **General Progress.** The organizer of this site was not available; committee looked at present website on office computer and was pleased with the appearance.
 - **Mini Website** WI is providing material for frequent updates to their site. It is hoped that other users will follow.
 - **Web training for EGVH Staff.** This is still to be arranged.
Action Broadband for EGVH: to be discussed at a later date. Clerk to contact web site manager to arrange staff training.

10. AOB

i) Replacement chairs for Park Room.

Replacement of 20 old chairs with 20 new as selected by Village Hall staff at approximately £20 per chair.

Proposed by Alan Maggs, seconded by Kevin Donaghy. Unanimously agreed.

Action.... Village Hall Staff to order 20 chairs at maximum cost of £20 each.

ii) Chairs with arms for use by disabled persons. WI brought to the committees notice that there are disabled people using the rooms that for their comfort and need the support of a chair with arms.

It was agreed to ask advice on a suitable chair from staff at the Disabled living Centre.

Action.... Barbara Dean agreed to ask Rachael Eastman to accompany her to the Disabled Living Centre for advice on finding suitable chairs.

iii) Youth Café Club

Guest Church has expressed an interest in running a club for children 11-16years old.

Action.... This was referred to the trustees meeting.

iv) PAT Testing. All users bringing electrical equipment into the Hall need to have a valid PAT test certificate. Should this not be up to date any accident caused by their equipment will be their sole responsibility.

Action.... Staff to remind users of their responsibility

11.Date of Next Meeting.

AGM Thursday February 28th at 6:30 p.m. in the Cullimore Room

The meeting closed at 8:10 p.m.