



**MINUTES OF EMERSONS GREEN VILLAGE HALL MANAGEMENT COMMITTEE MEETING**  
**Held at The Village Hall Emerson Way**  
**7.00 pm Tuesday 10<sup>th</sup> June. 2008**

**Present.**

A Maggs. *Chairman*

S Ward. *Treasurer*

J Gregory. *Secretary*

V Routley. *Minutes Secretary*

J Baggott, R Cooper, B Dean, R Eastman, J Hunt, G Kousouros, N Pontin, D Roberts, K Mistry

1. **Apologies** received from, K Donaghy, A Watch

2. **Confirmation of Minutes of Tuesday 13<sup>th</sup> May.**

*With an amendment made to 14(i) confirmation was*

**Proposed by Alan Maggs Seconded by Diane Roberts, Unanimously agreed.**

**These confirmed and amended minutes will now be published on our website.**

3. **Matters Arising from Minutes.**

- (i) **Cheque to Whist Club to cover shortfall in purchase of Gopack tables.** This has been sent.
- (ii) **Punch Bags for Rocky's Boxing Class.** These have not yet arrived.
- (iii) **Washing Line & recoil of Curtain Cable.** No action has yet taken place.
- (iv) **Test Results on Boiler.** These have been received but we are awaiting final clarification.
- (v) **Fridge Freezer.** This is now in place in the kitchen.
- (vi) **Personal License to sell alcohol.** The three Committee members who took this course passed.
- (vii) **License Holders.** Alcohol license holders have asked if under unfortunate circumstances they should find themselves with a fine, would The Village Hall insurance cover this.
- (viii) **Air Conditioning.** A new quote has been obtained this is very similar to one obtained in 2007.
- (ix) **Paint for rear wall of stage.** It has been confirmed that normal white mat emulsion will be satisfactory.
- (x) **Additional Storage space in hall.** Trustees are meeting with representatives from Sainsburys on June 11<sup>th</sup> to discuss the offer from them to benefit the local community.

### Action to be taken

- (iii) *Tim Hunter will again contact suppliers of washing line, if they are unable to supply one he will seek another supplier. Also arrange for necessary work to cable recoil.*
- (vii) *Jacqui Gregory will check with the insurers, and if not covered look for an insurance policy to cover them.*
- (viii) *A quote for installation and servicing of a suitable air conditioning system will be obtained from Integral UK Ltd. to install and service a suitable air conditioning system.*
- (x) *Trustees to discuss the possibility of Sainsburys contributing towards the suggested additional storage at the back of the hall.*

## 4. Updates

### A. Chairman.

This information has been covered in the previous section; so there was nothing further to add.

### B. Treasurer.

- (i) Cheque has been sent to the Whist Club to cover shortfall in purchase of tables.
  - (ii) Cheque has been sent to Ashton Building and Painting Company for work completed.
  - (iii) Trial Balance to 6<sup>th</sup> June was presented. This showed a healthy financial situation.
- Acceptance Proposed James Hunt Seconded George Kousouros Unanimously Agreed**
- (iv) It was suggested that the limit for any cheque signed by the Administrator and one other signatory be raised to £500, all other cheques to be signed by the Secretary and one other signatory, referred to the Trustees where necessary.

**Proposed George Kousouros Seconded Alan Maggs Unanimously agreed.**

### C. Secretary.

Letters have been received from the public:

#### (i) **Re ending of Friday Evening Ballroom Dancing Group.**

This was only a temporary arrangement as Friday Evenings are reserved for youth activities and is now in use as such. The Ballroom Dancing group has relocated to Mangotsfield School.

#### (ii) **Parents picking up children from Abacus Preschool.**

Letters have been received from parents of children attending Abacus Preschool group complaining because they have to collect their children from the rear door of the building. The decision to use the rear door was made by The Trustees due to the congestion caused by pushchairs in the corridor and the H&S risks. All the parents had been notified and given the explanation of the new regime by letter. Abacus also confirmed that they had received complaints that parents felt they were being treated differently to other Hall users.

### Action to be taken.

*Due to the H&S risks, Abacus will support The Trustees, and the policy will remain in place.*

## 5. Village Hall Staff.

### (i) **Hedge Trimmer**

To facilitate the trimming back of the shrubs around the Hall staff have asked for the purchase of a cordless hedge cutter.

### (ii) A grant of £350 has been obtained from Quartet for the Senior Citizens Lunch & Social Club.

### (iii) Price per meal payable to Brandon Trust has been reduced to £ 4.50p they will no longer

provide the entertainment.

**Action to be taken**

- (i) *Administrator will find price for suitable types of hedge cutters, and regulations re storage of petrol and safety gear.*
- (iii) *Suitable entertainment is already being sought by the Administrator.*

**6. Events Subcommittee.**

- (i) **Summer Fayre** Posters have been distributed, Hall User Groups asked to man stalls, children's games and refreshments.
- (ii) 2 Volunteers are needed to oversee the car boot sale.  
Raffle prizes still needed.

**Action to be taken.**

- (i) *Arrangement for Summer Fayre will continue as planned.*
- (ii) *2 volunteers for marshalling car boot sale have been found from the committee.*

**7. Newsletter.**

- (i) These have been printed received and sent for delivery. Committee members each received a copy of the Newsletter.
- (ii) Publication to be at 6 monthly intervals in order to publicize summer and Christmas activities.
- (iii) Delivery problems it is difficult to find a source of delivery outside Emersons Green which leaves part of MRP without copies.

*This copy of our Newsletter will now be published on our website.*

**Action to be taken**

*A meeting with the Editor and the Editor of Emersons Green Matters has been arranged to discuss use of Village Hall photos and articles by both publications and delivery problems.*

**8. Website.**

- (i) Abacus preschool group now has its own website.
- (ii) Webmaster apologized for delay in updating site due to difficulties with apparatus but system is now up and running again.
- (iii) Proposition to "Think about investigating the way we can have links with local businesses. In the future"

**Proposed Kam Mistry Seconded Alan Maggs Agreed.**

- (iv) Cables in office to be sorted and tidied for H&S.
- (v) Purchase of a laptop and projector for use of hirers.
- (vi) Separation of broadband between MRPC office and Village Hall office.
- (v) Check maintenance contract.

**Proposed Alan Maggs Seconded Kam Mistry Unanimously Agreed**

**Action to be taken**

- (iv) *Administrator to contact computer engineer to sort cables.*

*(vi) Quotes to be obtained for splitting broadband.*

**9. IT Meeting Agreed** to set a date for IT meeting (open to all committee members.)

**Action to be taken**

*Secretary to check for convenient date in July and notify committee members.*

**10. AOB.**

- (i) Senior Citizens Luncheon & Social Club. Mangotsfield Methodist Church Luncheon club has closed down and offered the donation of a trolley to The Village Hall, this will need to be collected by us.*
- (ii) A resident has offered a 10ft+ Christmas tree which would need to be cut and removed from her garden.*

**Action to be taken**

- (i) Kam Mistry will contact Mrs Bowell to arrange collection of trolley.  
Secretary will write to Mrs Bowell to thank Church for the donation of the trolley*
- (ii) It was suggested that South Glos Open Spaces be approached at the appropriate time to ask for their help and advice in cutting down the tree.*

*Meeting closed at 8:30 pm*

*Date of next meeting 8th July 2008*