

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the Queen's Head on March 29th 2010

*Present : Simon Downing, Brian Adams, John Easter, Tim Phillipson,
Bill Hutchison, Ray Ford, Pauline Whitehead,
Andrew Martin and Margaret Jackson*

1. Apologies : Susie Turner

2. Declaration of Interest

There were no declarations of interest.

3. To Confirm the Minutes of the Last Meeting

It was agreed that the minutes of the meeting held on 9th March were a true record of that meeting.

4. Correspondence

Brian confirmed that he had received correspondence from the HSBC Bank in Belper in connection with the new HMC bank account.

5. Draft Booking System

The Chairman passed round a draft Booking System for users of the hall. This contained information on all the facilities available and would also contain hire charge information as well as the requirements placed on all hirers whose signature accepting such requirements would be a prerequisite.

He explained that the documentation would be available on the web site to be downloaded, filled in and passed to the Booking Clerk as hard copy. There was some general discussion on this document particularly with regard to the "age limit" of people who could submit bookings. It was suggested that, rather than set an age limit, the term "responsible adult" be used and this suggestion met with general agreement.

Simon agreed to send all members a copy of the Booking System for further discussion at the next meeting.

ACTION S.Downing

6. Staffing Requirements

Andrew had produced and circulated fairly detailed information on the procedures required in recruiting a caretaker for the new building. This included a Job Description and Contract of Employment. Andrew explained that the Job Specification was very wide to include such activities as opening and closing the building, maintaining the bookings register, minor repairs and maintenance, purchasing the cleaning and first aid products and care of the landscaping adjacent to the building. It was agreed that this documentation formed a sound basis on which to proceed.

A budget of £3,000 per annum is projected for the cost of employing a caretaker and information gleaned from the experiences of other village halls suggested that such an individual would be required for at least two days per week. It seemed likely that a compromise might be required depending on the skills and experience of anyone recruited.

Following a suggestion from Simon it was agreed that for the first few weeks after the hall became operational members of the committee should undertake the caretaker duties. This would establish more clearly the nature of the work necessary for the smooth running of the facility and allow a more considered judgement in any job interviews. It was also agreed that Andrew seek advice from the local Job Centre with respect to the likely time scale of the appointment process.

ACTION All and A.Martin

7. Health and Safety Policy

Ray had prepared a Health and Safety and Environmental Policy document and circulated this prior to the meeting. This was regarded as a satisfactory document on which to base health and safety procedures within the building. There was a lengthy discussion on the location of First Aid Equipment and the Accident/Incident reporting documentation.

It was agreed that there should be three sets located as follows;

A First Aid Box and Accident/Incident reporting sheets in the Pavilion

Two similar sets, one upstairs and one downstairs, in the Village Hall

The Caretaker will be responsible for filing the Acc/Inc report sheets in a secure place and maintaining the stock in the first aid boxes.

Following comments from John injuries sustained in sporting activities on the park will not be reported in the documentation in the building.

8. Child Protection Policy

Following consultation with the Church on their Child Protection Policy and enquiries to Hulland Ward and DALC Brian had produced a set of guidelines which are set out below.

Any children using the village hall facilities will do so as part of a group hiring the hall

Therefore the HMC responsibility is to ensure that such groups have a Child Protection Policy in place.

To fulfil this responsibility the booking conditions will require all potential hirers to make a declaration where appropriate.

The caretaker and all nominated key holders are required to have basic CRB clearance.

This suggested that the onus was on hirers rather than the HMC to have a Child Protection Policy in place but Simon pointed out that in order to obtain a premises licence it was necessary for the HMC to have a Child Protection Policy. He undertook to obtain information for the next meeting.

ACTION S. Downing

9. Fire Risk Assessment

Ray had made extensive enquiries on the fire risk requirements and tabled a set of costs from O. Heap and Sons for the supply, fitting, commissioning and maintenance of fire equipment and a fire risk assessment when the building is in use. This amounted to £1398 including £470 for the fire risk assessment. He also included a price for the ongoing annual inspection of equipment. This was £83 30.

It was suggested that Radleigh may be able to provide costs from another company (City Fire) and Ray undertook to obtain this information via Radleigh. Ray had also spoken to Tony Higton who was prepared to carry out the fire risk assessment free of charge. Since this would result in a saving of £470 it seemed likely that Tony's offer would be accepted.

ACTION R.Ford

10. Banking

Brian said that he had opened an HMC bank account with HSBC in Belper with a donation of £3000 from the Parish Council. He further explained that there would be 4 signatories to the account and these were Simon, Brian Bill and Tom. It was agreed that the banking year would run from April to March.

11. Naming of Rooms

At John's suggestion it was agreed that the main hall upstairs in the new facility would be the "Thomas Bates Room"

The other rooms with specific names were as follows

"Main Kitchen" – Upstairs Kitchen in the Village Hall

"Lower Hall" – Downstairs Hall in the Village Hall

"Heritage Room" – Larger Meeting Room Downstairs in Village Hall

"Committee Room" – Smaller Meeting Room Downstairs in Village Hall

"Sports Lounge" – Tea Room in the Pavilion

"Cafeteria Bar" – Pavilion Kitchen

"Office" – Umpires/Referees Room

These names will be used on the booking form to describe the facilities available. The stores, dressing rooms, showers and toilets will be self explanatory although the home and away dressing rooms may be reversed in the future. This decision will be made by the sports clubs.

12. Facility Charges

Brian had circulated a scale of charges prior to the meeting. Pauline, having consulted a number of potential users, expressed concern about these and felt that the charges needed to be tailored to reflect the use of the facility. For example if the kitchen was being used for only tea making rather than full scale catering the charges needed to be pitched accordingly. She felt that price packages should be offered to prospective hirers and that more flexibility in pricing was required.

For the drama group Margaret felt that the cost might cause them not to use the facility for rehearsals and use the Thomas Bates Room only for performances with rehearsals taking place elsewhere. There was also some discussion about time allowed for setting up and clearing away and whether this would be given free as is the case with other facilities in the village.

It was clear that further reflection was required on the level and type of hire charges available and Brian agreed to consider some revision to the original suggestions.

ACTION B.Adams

13./14. Any Other Business/ Items for the Next Meeting

Given the length of the meeting Simon decided to defer any items until the next meeting and these will appear on the next Agenda

15. Date of Next Meeting

***The next meeting will be held in the OAP Hall at 7 pm. on Wednesday
April 7th***

There being no further business the meeting was closed at 9.45 p.m.