

# ***Little Eaton Village Hall Management Committee***

***Minutes of a Meeting Held in the OAP Hall on April 7th 2010***

***Present : Simon Downing, Brian Adams, John Easter, Tim Phillipson,  
Bill Hutchison, Ray Ford, Pauline Whitehead and Susie Turner***

***1. Apologies : Andrew Martin, Tom Parr and Margaret Jackson***

***2. Declaration of Interests***

***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 29<sup>th</sup> March were a true record of that meeting.***

***4. Correspondence***

***Simon confirmed that both WREN and the BLF had corresponded by email indicating that they would be happy to be involved jointly in officially opening the village hall on June 27<sup>th</sup>. He also said that the Little Eaton project was the last big project that WREN had supported and as a result a senior person from that organisation was likely to be present.***

***5. Draft Booking System***

***Simon explained that he had fully intended to produce draft booking form for the meeting but unfortunately this had not been possible due to computer problems. These would shortly be resolved and a 2 page booking form would be available. This would be posted on the web site with a further 8 pages of information indicating the facilities in the building and all the terms and conditions that potential users needed to be aware of to make a booking. This would include a list of items NOT supplied giving users an idea of what they needed to bring themselves.***

***In answer to a question from Ray, Simon indicated that a number of enquiries had already come in. These included a Dance Group, an Opera Group and an Anger Management Class all from outside the village. He anticipated that the first use of the building would take place around the middle of May. Pauline said that it was important to make sure that there***

*were no clashes of use with regular local users and Simon said that when bookings started to come in he would ensure that regular local users such as the WI, LECA, the Parish Council, the Drama Group, the Carnival Committee, the Play Group and others would be slotted in to the hall diary. There was a brief discussion about how payments would be made and it seemed likely that occasional users (particularly if they were not known to us) would pay in advance while regular users would pay quarterly in arrears.*

**ACTION S. Downing**

#### ***6. Staffing and Employment***

*Bill said that Andrew was hoping to report back at the next meeting with regard to his enquiries at the Job Centre. As has been agreed members of the Committee would undertake the Caretaker duties initially to establish the precise nature of the job but it was hoped that a permanent appointment might be made by July.*

**ACTION All, A.Martin**

#### ***7. Health and Safety***

*Ray had provided a second amended copy of the Health and Safety Policy Statement and this was accepted, It was agreed that this and the details of the Fire Regulations would be posted in the foyer at the main entrance to the building from the car park. Other copies containing the main details would be posted at other entrances and in the Sports Lounge. Ray also said that the documentation will be dated to coincide with the handover of the building.*

#### ***8. Janitorial Equipment***

*There was a general discussion on what janitorial equipment such as brushes, mops, vacuum cleaners cleaning materials etc. might be required. It was agreed that a certain amount of basic equipment would be required by hirers for clearing up and rather more equipment needed to be provided for the caretaker. There was some discussion on where this might be stored and it was agreed that a decision on this should be made after the forthcoming visit on April 13<sup>th</sup>. It was further agreed that advice would be sought on the nature of the equipment and cleaners to be used on the floor of the Bates Room.*

**ACTION All**

### ***9. Child Protection and Vulnerable Persons Policy***

***Brian said that after discussions with DALC he had obtained a model Child Protection Policy document which was very much more detailed than the statement that he had provided for the last meeting. Simon explained that this was to be sent to Donna Womack, the Strategy Officer for Derbyshire Safeguarding Children Board Hopefully if this met with her approval it would be adopted as our Child Protection Policy. He also said that within the terms and conditions of the booking documentation it was made clear that organisations using the facility for children's activities would be required to produce their own documentation.***

### ***10. . Fire Risk Assessment***

***Ray said that he had received information that, in terms of cost, there was little to choose between O. Heap and Sons and City Fire. A quote for ongoing maintenance of fire equipment was still awaited from the latter company but since they will be providing the equipment it was likely that they would be the chosen contractor. He also said that Tony Higton would be providing fire safety advice including evacuation procedures for the building.***

***ACTION R.Ford***

### ***11. Facility Charges***

***Brian had produced a revised list of facility charges following the discussion at the last meeting. Following further discussion a further revision was proposed and agreed. This is designed to provide preferential rates for village residents and regular users over non residents and occasional users. These would be hourly rates and it was further agreed that kitchen and bar facilities would only be charged (at a flat rate per booking) if cooking and full bar facilities were required. It was also agreed that price packages would be offered depending on the type of booking being made. There would be a returnable bond payment required from individuals booking the facility for functions such as birthday parties, wedding receptions etc. Brian agreed that he would prepare the final list of charges.***

***ACTION B.Adams***

## ***12. Stage***

*Simon explained that Margaret had prepared and submitted a list of facilities required by the Drama Group around the stage. He said that the current design of the stage contained virtually all of these with a few exceptions. It was possible that other things could be added after the building was in use.*

## ***13. Any Other Business***

*a) Ray said that he had been offered an organ and a piano for the building. It was agreed that the offer be declined with thanks.*

*b) Pauline asked about the allocation of storage space and it was agreed that this would be addressed as soon as possible.*

*c) John expressed concern about the condition of the showers and it was agreed that these would be looked at during the visit on April 13<sup>th</sup>.*

*d) Brian said that he had a source from whom filing cabinets could be purchased. It was agreed that filing cabinets would be required for old Parish Council documents and also for Village Hall documents. A decision on how many were required and where they would be kept would be made shortly.*

*e) Susie asked about the arrangements for the official opening and how this would be managed. Simon said that all of this was in hand.*

## ***14. Items for Next Agenda***

### ***15. Date and Time of Next Meeting***

*There will be tour of the facility starting at 6.30 p.m. on Tuesday April 13<sup>th</sup>. This will be followed by a joint meeting with the Building Committee in the Bowls Club.*

*The next meeting of the Management Committee will take place at 7 p.m. on Monday 19<sup>th</sup> April in the OAP Hall*

*There being no further business the meeting was close at 9.07 p.m.*