

Little Eaton Village Hall Management Committee

Minutes of the first Meeting Held in the OAP Hall on March 9th 2010

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

1. Apologies : Margaret Jackson and Jo Lloyd

2. Declaration of Interests

There were no declarations of interest

3. Correspondence

As this was the first meeting of the Committee no correspondence has been received so far

4. Listing of Committee Posts and Responsibilities

Simon explained the decisions that had so far been taken with regard to the formation of the Hall Management Committee (HMC). Given the requirements associated with the award of the BLF loan the Committee would be run as a sub committee of the Parish Council (PC).

It was also a requirement that 50% of the members of the Committee be Parish Councillors and Messrs Downing, Adams, Easter, Parr, Phillipson and Hutchison had been duly elected at the last meeting of the PC. This meeting had also elected Simon Downing as Chairman and Brian Adams as Vice Chairman of the HMC.

The other member were nominated representatives of various user groups and were Ray Ford (LECA), Pauline Whitehead (WI), Andrew Martin (Sports/Carnival Committee), Susie Turner (Keep Fit Group,) Margaret Jackson (Drama Group) and Jo Lloyd (Play Group).

5. Election of HMC Posts

Simon invited those present to consider what posts were required in addition to Chairman and Vice Chairman to facilitate the running of the HMC. The following posts were considered necessary initially: Secretary, Treasurer, Booking Clerk, Promotions/Publicity and Health and

Safety/Environmental. The following people were duly elected on a unanimous vote in each case;

Secretary: Bill Hutchison (Prop. Brian Adams, Sec. Ray Ford)

Treasurer: Brian Adams (Prop. Tom Parr, Sec. Tim Phillipson)

Promotions/Publicity : Pauline Whitehead (Prop. Ray Ford, Sec Brian Adams)

Health and Safety/Environmental : Ray Ford (Prop. Tom Parr, Sec Tim Phillipson)

In the absence of a volunteer Simon and Tom agreed to jointly occupy the position of Booking Clerk in the short term and would prepare a draft booking form for the next meeting

ACTION : S.Downing/T.Parr

6. Consideration of Other Appointments

There was some further discussion regarding the need for a cleaner/janitor/caretaker position similar in nature to the position held at the School. It was not yet clear how many hours such a person would need to work but it was clear that this would be a paid position. It was agreed that all of the Committee should consider the requirements on this individual based on the experiences elsewhere and the information available. Andrew agreed to co-ordinate this and all ideas would be sent to him.

ACTION All/A.Martin

7. Hall Fire Risk Assessment

Simon explained that difficulties had arisen between the individual hired to look into the fire risk assessment and the architect and as a result of this there was a need to look elsewhere on the fire risk issue. It was agreed that O. Heap and Sons be approached regarding a fire risk assessment and a maintenance contract (of fire equipment) on completion of the building. Ray agreed to approach O. Heap and Sons.

ACTION R.Ford

8. Health and Safety Policy

It was clear that there was a need for a Health and Safety Policy for the building and Ray agreed to prepare a draft for the next meeting

ACTION R.Ford

9. Child Protection Policy

There was a general discussion on who was responsible for Child Protection within the building when it was being used by children's groups. Did the Committee have a responsibility or was this for the individuals hiring the facility ? It was clear that clarification was required. Brian said that the Church had recently produced a policy document in connection with the hire of the Parish Rooms and he would seek information on this.

ACTION B.Adams

10.Premises Licence

Simon explained that an application for a Premises Licence for all activities likely to take place was being prepared. This would cost £100 for a year and it was agreed that all members of the Committee be named on this. There would be no limit on the number of events that could be held but individual hirers would be responsible for the events that they run. This latter aspect would be covered in the conditions of hire on the Booking Form

11.Rating Exclusion

Simon said that the circumstances in which the hall was being managed meant that it was not exempt from rating charges. However he was confident that a charge would not be made by Erewash Borough Council

12 Any Other Business

a) Sporting Clubs

John said that there was some concern among the sporting clubs who were of the opinion that, as major users of the facility, they should be represented on the HMC. However it was pointed out that no notice of a representative from the clubs had been received within the time period required. It also seemed likely that there were adequate lines of communication between the PC/HMC and the clubs concerned.

b) Notice Boards

In response to a question from Ray, Simon outlined the number and position of notice boards within the building.

c) Building Insurance

There was a general discussion on the insurance requirements for the building. A decision on this would be made by the PC in due course.

ACTION PC.

d) Fees

John raised the issue of fees particularly with respect to the sport clubs who currently pay a rental charge (for the use of the park) to the Parish Council. There was lively discussion on how this should operate in the future bearing in mind that the HMC would be responsible for hire charges for the use of all parts of the complex. It was agreed that further discussions would take place within the PC.

ACTION PC

13. Items for Next Agenda

It was agreed that Brian would look into the level of Hire Charges and bring ideas to the next meeting.

ACTION B.Adams

There being no further business the meeting was closed at 9.04 p.m. _