

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. _

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.

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 29th 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 27th. 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 13th. 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 13th.

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 13th. 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 19th April in the OAP Hall

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

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the OAP Hall on April 19th 2010

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

1. Apologies : John Easter, Tom Parr and Susie Turner

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 7th April were a true record of that meeting.

4. Correspondence

No correspondence had been received since the last meeting

5. Draft Booking System

Simon had produced a draft containing details of the booking system to be used by hirers when the hall came into use. This contained a booking form as well as details of the terms and conditions of hire, the facilities and equipment available, the layout of the upper and lower floors of the whole complex and the hire charges. This had been circulated to everyone before the meeting.

Simon explained that all the information would be available to download from the website but when bookings were requested hard copies should be sent to either himself or Tom Parr.

A detailed appraisal of the information was then carried out with Simon making changes to the original. This occupied virtually the whole of the meeting but all agreed that it was important to have the final version of the booking arrangements available for potential hirers as soon as possible.

Following lengthy discussion on the document Simon agreed to circulate the amended version to all committee members.

It was further agreed that everyone should respond within the next few days to ensure that the final document was in place as soon as possible.

ACTION S. Downing, All

6. Wish List

There was little time then available for discussion on other items on the Agenda. However a brief discussion did take place on one item on the Wish List i.e. the purchase of crockery. Again it was generally agreed that this was a requirement that needed to be resolved as soon as possible.

Brian explained that he had visited the web site of a company who supply crockery. It was apparent that there was a wide range of stock available as well as a wide range of prices. Brian agreed to supply details of the website to everyone and asked for comments and suggestions as soon as possible

ACTION B.Adams, All

7. Date of Next Meeting

It was agreed that the next meeting would take place in the OAP Hall on Tuesday April 27th starting at the earlier time of 6.30 p.m.

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the OAP Hall on April 27th 2010

Present : Simon Downing, Brian Adams, Tim Phillipson, Bill Hutchison, Ray Ford (part time), Andrew Martin, Margaret Jackson, Lisa Minifie and Susie Turner

1. Apologies : John Easter, Tom Parr and Pauline Whitehead

2. Declaration of Interests

Margaret had submitted a booking form and accompanying letter on behalf of the Drama Group. It was agreed that, should this be discussed in detail, she would declare an interest.

3. To Confirm the Minutes of the Last Meeting

It was agreed that the minutes of the meeting held on 19th April were a true record of that meeting.

4. Correspondence

No correspondence had been received since the last meeting

5. Booking System

Following the lengthy discussions about the booking system at the last meeting, the Chairman had circulated a final draft and this had been approved. He had then sent a copy of this to Erewash Borough Council and two minor amendments had been suggested. Both of these related to alcohol and it was agreed that a note be included in the final document relating to under age/excessive drinking and mention be made that no alcohol was stored on the premises. The Chairman said that the final document could now be prepared.

ACTION S Downing

6. Staffing and Employment

Andrew said that he had spoken to the Job Centre about procedures for appointing a Caretaker/Cleaner and it was apparent that there was much useful information on a Business Link website. There were a number of

outlets for advertising the position including the local press, on line at the website or in the Job Centre itself. Susie also suggested the local Parish Newsletter. It was felt that the advert could be a general one to “test the water” but it could be narrowed down to suit a local person in due course as, given the nature of the job, employing someone local had advantages. It was agreed that in the short term that the Management Committee will carry out the duties of the Caretaker so that an accurate understanding of the job could be established before it was advertised.

ACTION All

7. Health and Safety

Ray explained that, although much had been done towards a Health and Safety Policy Statement a few things needed to be completed when the building was handed over by the builders.

Lisa said that the Play Group had a number of health and safety and other issues and these were discussed. In the first instance there was concern about the proximity of the footpath in relation to the building and Simon explained the line that the footpath would take. There was also concern about the lack of ventilation in the Lower Hall. This might necessitate the opening of the doors on to the park creating a security problem. In order for the children to have an outside play area (as required by Ofstead) some form of fencing would be required.

Lisa also asked about fire escape routes from the Lower Hall and it was confirmed that these were from the doors opening onto the park or by the door at the bottom of the stairs. Ray confirmed that a copy of the Fire Risk Assessment would be provided for the Play Group. Simon also confirmed that coat pegs for the children and notice boards for the children and parents would be installed. Although no decision on this had yet been made it seemed likely that a set of keys would be provided for each of the regular village users.

Lisa also explained that it would take 8 weeks for Ofstead to complete their report and, given this time scale, it was likely that the Play Group would not start using the building until September after the summer break. It was agreed that all the issues raised would be addressed to meet this time scale.

ACTION L Minifie, All

8. Janitorial Equipment

There was a general discussion on what cleaning equipment and other items might be required for the general maintenance and cleaning of the building. Clearly some form of vacuum cleaner would be needed for the

carpeted area downstairs and advice was to be obtained on the cleaning/maintenance of the floor in the Thomas Bates Room.

It was agreed that Pauline be asked to look into the general requirements for items in the kitchen and toilet areas and Margaret agreed to talk to Pauline about this.

ACTION M.Jackson, P. Whitehead

9. Child Protection and Vulnerable Persons Policy

It was agreed that the final draft document be sent to Donna Womack for approval. Andrew also said that his wife would be happy to look at the document and offer advice as she had expertise in this area.

ACTION S.Downing, A. Martin

10. Fire Risk Assessment

Ray explained that he had spoken to Tony Higton and a Fire Risk Assessment would be carried out when the building was being used.

ACTION R. Ford

11. Facility Charges

Simon explained that notices explaining the use of the building would be posted around the site and in the local press (Belper News) within the next few days. After a period of 28 days a Premises Licence would be issued by Erewash Borough Council. Until this was issued the building could be used for meetings etc. but not for events where the use of the Premises Licence was involved. This would become active around 28th May.

ACTION S. Downing

12. Stage

Following a number of questions from Margaret, Simon explained the curtain arrangements and the colour of the walls around the stage.

ACTION S. Downing

13. Wish List of Items

Following a general discussion a wish list of items for the building was drawn up. In no particular order the following were suggested ;

Side Curtains and Wipes for the Stage

Dimmer Lights for the Stage

A Set of Long Stepladders

An Outside Fence for the Play Group's Use

Baby Changing Facilities in Selected Toilets

An Irrigation System to The Bank

Janatorial Items/Supplies (being investigated by Pauline)

Glasses for Drinks (likely to be supplied by the brewery)
Coat Pegs (Children and Adults)
Ceiling Blinds in Thomas Bates Room
Crockery
Cutlery

With regard to the last two items Brian had already visited Denby Pottery for crockery and Clarks of Ripley for cutlery. He had obtained items from both companies and passed these round. Brian explained the total cost of 150 sets of crockery and cutlery from these sources was likely to be in the region of £2,000. The items were unanimously regarded as acceptable and a discussion followed on how they might be purchased.

Andrew expressed reservations about spending a significant sum of money on these items but the general consensus was that they were a necessary requirement. Various suggestions about funding the purchase were considered. These included making further approaches to the major stakeholders (Parish Council, LECA, Drama Group, Sports Committee etc.) No decision was reached but since the general view was that the items be purchased further investigation on the best way forward would take place.

ACTION ALL

14. Any Other Business

a) Lisa asked if the Play Group could display a banner and it was agreed that this could be hung on the balcony.

15. Items for the Next Agenda

16. Date of Next Meeting

The next meeting will be held in the Village Hall at 6.30 p.m. on Monday May 10th

Little Eaton Village Hall Management Committee.

Minutes of the meeting 10th May.

Present.

Tim Phillipson, Brian Adams, (Vice Chairman) Ray Ford, Andrew Martin, Pauline Whitehead, John Easter, Margaret Jackson. Lisa Minifie. Simon Downing (Chairman)

1• Apologies.

Bill Hutchison, Susie Turner, Tom Parr.

2• Declaration of interests.

None.

3• Minutes.

The minutes of the meeting held 27th March were agreed as a true and correct record of that meeting.

4• Correspondence.

A letter had been received from the Trading Standards Unit at the County Council, acknowledging our application for a premises licence, they outlined that their interest would be in food hygiene and weights and measures. BT had been in contact with the Chairman, wishing to know if we were willing to take over the site office phone line from Radleigh at the end of the building work. After discussion it was decided not to have a land line phone in the Village Hall.

5• Bookings and Booking System.

The Booking Clerk outlined the work done by himself and the deputy in vetting the bookings received and placing them in the master diary, one or two conflicts had been exposed, those concerned had been contacted and the issues resolved to everyone's satisfaction. The possibility of using a software programme for bookings is being looked into. As the initial allocation of rooms in the Village Hall has been done successfully, the committee agreed that confirmation of bookings could now be sent out to all those concerned.

Action - Booking Clerks.

6• Staffing and Employment.

Pauline and Margaret both mentioned that persons they knew were interested in the position of cleaner in the Village Hall, should the job exist, the minutes were asked to show that they were Michelle Whitehead and Susan Carrier. The previously agreed course of action that the Management Committee should undertake the duties in the Village Hall in order that an accurate job description could be established was reiterated.

7• Health and Safety.

A number of issues remain unresolved due to the delay in completion, no firm date has yet been given. In particular issues relating to the use of the Lower Hall by the Playgroup. It was agreed that the Chairman should organise that Shirley Grant of the Playgroup be given an early opportunity to view the facilities with Howard to identify any issues, especially those relating to ventilation, storage and the outside fence. It was agreed to consult with OFSTED on the required specifications.

Action - Chairman.

8• Janitorial Equipment

The WI are not yet in a position to advise us as they need to inspect the various working and flooring surfaces

once the Hall is completed.

9• Child Protection and Vulnerable Persons Policy.

Chairman outlined that this had been sent round for consultation but amendments had arrived back after it had been sent to Sarah Stanley, at the Child Protection Unit as part of the Premises Licence.(consultation with responsible authorities). It was agreed that the CP&VPP be circulated to members.

Action• Chairman.

10• Fire Risk Assessment.

Chairman had given Ray plans of the upper and lower floors and also a copy of the plans submitted with the premises license application. Fire Assessment to be carried out as soon as access can be gained. It was ascertained that all areas would be available for inspection.

Action• Mr Ford.

11• Facility Charges and Premises Licence.

Hypothetical permutations of the use of the facilities and the related pricing issues were discussed. It was agreed to wait and see in any materialised. The Premises Licence was still on target to be achieved by the 29th May, the Chairman outline the the activities covered by the licence. The statutory public notice had appeared in the Derby Evening Telegraph on the 8th May.

12• Stage.

The Chairman outline a meeting between Howard and the company providing the stage fittings. With due regard to the requirements of LE Players, it was agreed that a rear black curtain be fitted on a wipe 660mm from the back wall, a further wipe 600mm in from that. Two side wipes be fitted along with black drapes, main stage curtain to be on a track operated by a pulley and opening to the sides, the curtains can be further opened by the use of some retaining cords. Fittings to be installed by 21st May, with the curtains fitted by the end of the month.

13• Wish List

Brian considered that side curtains for the stage, crockery and cutlery could be remove from the list. Crockery had been ordered from Denby Pottery at a cost of £1,586.00 inc vat. Cutlery was priced at £828.00 inc vat and is yet to be purchased. The financing of these items had been approved by the Parish Council and was also in abeyance with LECA.

14• Any Other Business.

It was agreed that the Booking Clerk should write to the Cricket Club inviting them to try the facilities in the Lower Hall to ascertain there suitability for cricket teas. Brian, Ray and John to sort out the notice board for the lobby containing statutory information.

Action• Booking Clerk. Mr Adams, Mr Ford & Mr Easter

15• Items for the next agenda.

Allocation of storage space.

16• Date & time of next Meeting

Wednesday 19th May, 7.00 in the OAP Hall. (Could be subject to alteration)

Little Eaton Village Hall Management Committee.

Minutes of the meeting 10th May 2010.

Present.

Tim Phillipson, Brian Adams, (Vice Chairman) Ray Ford, Andrew Martin, Pauline Whitehead, John Easter, Margaret Jackson. Lisa Minifie. Simon Downing (Chairman)

1• Apologies.

Bill Hutchison, Susie Turner, Tom Parr.

2• Declaration of interests.

None.

3• Minutes.

The minutes of the meeting held 27th March were agreed as a true and correct record of that meeting.

4• Correspondence.

A letter had been received from the Trading Standards Unit at the County Council, acknowledging our application for a premises licence, they outlined that their interest would be in food hygiene and weights and measures. BT had been in contact with the Chairman, wishing to know if we were willing to take over the site office phone line from Radleigh at the end of the building work. After discussion it was decided not to have a land line phone in the Village Hall.

5• Bookings and Booking System.

The Booking Clerk outlined the work done by himself and the deputy in vetting the bookings received and placing them in the master diary, one or two conflicts had been exposed, those concerned had been contacted and the issues resolved to everyone's satisfaction. The possibility of using a software programme for bookings is being looked into. As the initial allocation of rooms in the Village Hall has been done successfully, the committee agreed that confirmation of bookings could now be sent out to all those concerned.

Action - Booking Clerks.

6• Staffing and Employment.

Pauline and Margaret both mentioned that persons they knew were interested in the position of cleaner in the Village Hall, should the job exist, the minutes were asked to show that they were Michelle Whitehead and Susan Carrier. The previously agreed course of action that the Management Committee should undertake the duties in the Village Hall in order that an accurate job description could be established was reiterated.

7• Health and Safety.

A number of issues remain unresolved due to the delay in completion, no firm date has yet been given. In particular issues relating to the use of the Lower Hall by the Playgroup. It was agreed that the Chairman should organise that Shirley Grant of the Playgroup be given an early opportunity to view the facilities with Howard to identify any issues, especially those relating to ventilation, storage and the outside fence. It was agreed to consult with OFSTED on the required specifications.

Action - Chairman.

8• Janitorial Equipment

The WI are not yet in a position to advise us as they need to inspect the various working and flooring surfaces

once the Hall is completed.

9• Child Protection and Vulnerable Persons Policy.

Chairman outlined that this had been sent round for consultation but amendments had arrived back after it had been sent to Sarah Stanley, at the Child Protection Unit as part of the Premises Licence.(consultation with responsible authorities). It was agreed that the CP&VPP be circulated to members.

Action• Chairman.

10• Fire Risk Assessment.

Chairman had given Ray plans of the upper and lower floors and also a copy of the plans submitted with the premises license application. Fire Assessment to be carried out as soon as access can be gained. It was ascertained that all areas would be available for inspection.

Action• Mr Ford.

11• Facility Charges and Premises Licence.

Hypothetical permutations of the use of the facilities and the related pricing issues were discussed. It was agreed to wait and see in any materialised. The Premises Licence was still on target to be achieved by the 29th May, the Chairman outline the the activities covered by the licence. The statutory public notice had appeared in the Derby Evening Telegraph on the 8th May.

12• Stage.

The Chairman outline a meeting between Howard and the company providing the stage fittings. With due regard to the requirements of LE Players, it was agreed that a rear black curtain be fitted on a wipe 660mm from the back wall, a further wipe 600mm in from that. Two side wipes be fitted along with black drapes, main stage curtain to be on a track operated by a pulley and opening to the sides, the curtains can be further opened by the use of some retaining cords. Fittings to be installed by 21st May, with the curtains fitted by the end of the month.

13• Wish List

Brian considered that side curtains for the stage, crockery and cutlery could be remove from the list. Crockery had been ordered from Denby Pottery at a cost of £1,586.00 inc vat. Cutlery was priced at £828.00 inc vat and is yet to be purchased. The financing of these items had been approved by the Parish Council and was also in abeyance with LECA.

14• Any Other Business.

It was agreed that the Booking Clerk should write to the Cricket Club inviting them to try the facilities in the Lower Hall to ascertain there suitability for cricket teas. Brian, Ray and John to sort out the notice board for the lobby containing statutory information.

Action• Booking Clerk. Mr Adams, Mr Ford & Mr Easter

15• Items for the next agenda.

Allocation of storage space.

16• Date & time of next Meeting

Wednesday 19th May, 7.00 in the OAP Hall. (Could be subject to alteration)

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the OAP Hall on April 27th 2010

Present : Simon Downing, Brian Adams, Tim Phillipson, Bill Hutchison, Ray Ford (part time), Andrew Martin, Margaret Jackson, Lisa Minifie and Susie Turner

1. Apologies : John Easter, Tom Parr and Pauline Whitehead

2. Declaration of Interests

Margaret had submitted a booking form and accompanying letter on behalf of the Drama Group. It was agreed that, should this be discussed in detail, she would declare an interest.

3. To Confirm the Minutes of the Last Meeting

It was agreed that the minutes of the meeting held on 19th April were a true record of that meeting.

4. Correspondence

No correspondence had been received since the last meeting

5. Booking System

Following the lengthy discussions about the booking system at the last meeting, the Chairman had circulated a final draft and this had been approved. He had then sent a copy of this to Erewash Borough Council and two minor amendments had been suggested. Both of these related to alcohol and it was agreed that a note be included in the final document relating to under age/excessive drinking and mention be made that no alcohol was stored on the premises. The Chairman said that the final document could now be prepared.

ACTION S Downing

6. Staffing and Employment

Andrew said that he had spoken to the Job Centre about procedures for appointing a Caretaker/Cleaner and it was apparent that there was much useful information on a Business Link website. There were a number of

outlets for advertising the position including the local press, on line at the website or in the Job Centre itself. Susie also suggested the local Parish Newsletter. It was felt that the advert could be a general one to “test the water” but it could be narrowed down to suit a local person in due course as, given the nature of the job, employing someone local had advantages. It was agreed that in the short term that the Management Committee will carry out the duties of the Caretaker so that an accurate understanding of the job could be established before it was advertised.

ACTION All

7. Health and Safety

Ray explained that, although much had been done towards a Health and Safety Policy Statement a few things needed to be completed when the building was handed over by the builders.

Lisa said that the Play Group had a number of health and safety and other issues and these were discussed. In the first instance there was concern about the proximity of the footpath in relation to the building and Simon explained the line that the footpath would take. There was also concern about the lack of ventilation in the Lower Hall. This might necessitate the opening of the doors on to the park creating a security problem. In order for the children to have an outside play area (as required by Ofstead) some form of fencing would be required.

Lisa also asked about fire escape routes from the Lower Hall and it was confirmed that these were from the doors opening onto the park or by the door at the bottom of the stairs. Ray confirmed that a copy of the Fire Risk Assessment would be provided for the Play Group. Simon also confirmed that coat pegs for the children and notice boards for the children and parents would be installed. Although no decision on this had yet been made it seemed likely that a set of keys would be provided for each of the regular village users.

Lisa also explained that it would take 8 weeks for Ofstead to complete their report and, given this time scale, it was likely that the Play Group would not start using the building until September after the summer break. It was agreed that all the issues raised would be addressed to meet this time scale.

ACTION L Minifie, All

8. Janitorial Equipment

There was a general discussion on what cleaning equipment and other items might be required for the general maintenance and cleaning of the building. Clearly some form of vacuum cleaner would be needed for the

carpeted area downstairs and advice was to be obtained on the cleaning/maintenance of the floor in the Thomas Bates Room.

It was agreed that Pauline be asked to look into the general requirements for items in the kitchen and toilet areas and Margaret agreed to talk to Pauline about this.

ACTION M.Jackson, P. Whitehead

9. Child Protection and Vulnerable Persons Policy

It was agreed that the final draft document be sent to Donna Womack for approval. Andrew also said that his wife would be happy to look at the document and offer advice as she had expertise in this area.

ACTION S.Downing, A. Martin

10. Fire Risk Assessment

Ray explained that he had spoken to Tony Higton and a Fire Risk Assessment would be carried out when the building was being used.

ACTION R. Ford

11. Facility Charges

Simon explained that notices explaining the use of the building would be posted around the site and in the local press (Belper News) within the next few days. After a period of 28 days a Premises Licence would be issued by Erewash Borough Council. Until this was issued the building could be used for meetings etc. but not for events where the use of the Premises Licence was involved. This would become active around 28th May.

ACTION S. Downing

12. Stage

Following a number of questions from Margaret, Simon explained the curtain arrangements and the colour of the walls around the stage.

ACTION S. Downing

13. Wish List of Items

Following a general discussion a wish list of items for the building was drawn up. In no particular order the following were suggested ;

Side Curtains and Wipes for the Stage

Dimmer Lights for the Stage

A Set of Long Stepladders

An Outside Fence for the Play Group's Use

Baby Changing Facilities in Selected Toilets

An Irrigation System to The Bank

Janatorial Items/Supplies (being investigated by Pauline)

Glasses for Drinks (likely to be supplied by the brewery)

Coat Pegs (Children and Adults)

Ceiling Blinds in Thomas Bates Room

Crockery

Cutlery

With regard to the last two items Brian had already visited Denby Pottery for crockery and Clarks of Ripley for cutlery. He had obtained items from both companies and passed these round. Brian explained the total cost of 150 sets of crockery and cutlery from these sources was likely to be in the region of £2,000. The items were unanimously regarded as acceptable and a discussion followed on how they might be purchased.

Andrew expressed reservations about spending a significant sum of money on these items but the general consensus was that they were a necessary requirement. Various suggestions about funding the purchase were considered. These included making further approaches to the major stakeholders (Parish Council, LECA, Drama Group, Sports Committee etc.) No decision was reached but since the general view was that the items be purchased further investigation on the best way forward would take place.

ACTION All

14. Any Other Business

a) Lisa asked if the Play Group could display a banner and it was agreed that this could be hung on the balcony.

15. Items for the Next Agenda

16. Date of Next Meeting

The next meeting will be held in the Village Hall at 6.30 p.m. on Monday May 10th

Little Eaton Village Hall Management Committee.

Minutes of the Meeting 19th May 2010.

Present.

Tim Phillipson, Tom Parr, Ray Ford, Andrew Martin, Susie Turner, Lisa Minifie, Simon Downing (Chairman)

1• Apologies.

Bill Hutchison, Pauline Whitehead, Brian Adams, Margaret Jackson, John Easter,

2• Declaration of interests.

None.

3• Minutes.

The minutes of the meeting held 10th May were agreed as a true and correct record of that meeting.

4• Correspondence.

A letter had been received from the Fire Authority stating they had no objections to the Premises Licence application. It now transpires that we do need a land line connection for the security/fire alarm system. We will take over Radleigh's site line at the end of the works.

Action - Chairman.

5• Bookings and Booking System.

The Booking Clerks outlined the work done accommodating all the present bookings received. Investigations into the use of booking software continues, this would produce a calendar of events/usage, and also be useful for invoicing, the likely cost is in the region of £300. A viewing evening has been arranged for Saturday 22nd May, 6pm till 9pm, for all those people that had submitted bookings, confirmation of bookings will be given out on the night and others posted. A book is to be kept to record the issuing of keys. The use of extra security tags to be investigated.

Action - Booking Clerks.

6• Staffing and Employment.

No further action until we start drawing up the job specification.

7• Health and Safety.

Building Regulation approval of the building works has been signed off on Monday 17th, the Fire Certificate forms part of those approvals. An Air Pressure Test of the building is to be carried out on Thursday. This will enable a final thermal efficiency rating for the building to be given. It was agreed that before we consult with OFSTED, that the issues of ventilation and the outside fencing be resolved, this will prevent an action plan being implemented by OFSTED, which could make the approval more protracted. Playgroup Manager to be invited to view the Lower Hall. Mr Ford had previously circulated the Incident Reporting Form he had produced.

Action - Chairman.

8• Janitorial Equipment

The WI are not yet in a position to advise us as they need to inspect the various working and flooring surfaces. The installer of the kitchen is being invited to provide a demonstration of the equipment to the WI and other interested persons. This will be arranged with the WI. Floor cleaning equipment had been provided by the installer. A comprehensive manual is being provided by Radleigh for all the equipment/installations/flooring.

9• Child Protection and Vulnerable Persons Policy.

Chairman outlined that correspondence had been received from the DCC Child Protection Unit in regard to our Premises Licence application. The queries raised had been answered to their satisfaction. It was agreed that the CP&VPP be circulated to members.

Action• Chairman. This has been done by e-mail 19.5.10

10• Fire Risk Assessment.

Practical Completion Certificate had been signed by the Project Manager on 18th May. All fire Equipment had now been installed and commissioned. Fire Risk Assessment is to be carried out on Friday 21st May, subject to all areas of the complex being viewable.

Action• Mr Ford. Chairman to make sure access was available to all parts of the building.

11• Facility Charges and Premises Licence.

The statutory notice had been displayed 8th May, in the Derby Evening Telegraph. No adverse comments had been received from the 8 responsible bodies consulted about our application. Only the response from the Police had yet to be received. Full Premises Licence is still expected to be granted on the 29th May. A booking has been received for that day, and the applicant has been advised to obtain a TENS.

12• Stage.

The Chairman outlined that all equipment was to be installed and operational by the end of May. First event was the Opera on 3rd June. Bill to have finish installing all his equipment by Friday 21st. Door curtains to be the same colour and fabric as the stage, Roof light blinds had been delivered, but are yet to be installed.

13• Wish List

Brian had purchased the crockery. Other items to placed on the list include, baby changing facilities, notice boards, store doors, ventilation fan, boiler protection, extra slabbing around the front of the Lower Hall.

14• Any Other Business.

Mr Ford raised the prospect of an evening event by the FIH Choir on Sunday 27th June, It was agreed by the committee that this should incur no booking charge. Prior to the meeting the committee had inspected and agreed to double yellow lines be installed each side of the main entrance road and an extension to the side of the disable/mother/baby car park spaces. The alarm systems in all three zones were tested and appeared to be working well, client user codes to be installed on Friday.

15• Items for the next agenda.

16• Date & time of next Meeting

Thursday 27th May, 7pm in the Village Hall.

**NOTES OF THE Joint Meeting of LITTLE EATON VILLAGE HALL BUILDING
and MANAGEMENT COMMITTEES
HELD ON 27th May 2010 , 7pm in the VILLAGE HALL.**

PRESENT.

Simon Downing, (Chairman), Ian Shaw, Brian Adams, Barbara Adams, John Easter, Sue Tullock, Tom Parr, Tim Phillipson, Ray Ford, Iisa Minifie, Howard Parkin, (Project Manager), Alan Carter.

27.5.10.01

Apologies. Andrew Martin, Bill Hutchison, Tom Parr, Pauline Whitehead.

27.5.10.02

Declaration of interests. None

27.5.10.03

Correspondence. Chairman outlined correspondence he had had with BLF, the current funding application although only sent in as a test form had been approved for payment and the funding was due to be paid into the Parish Council account on Friday 28th May. Subsequent hard copies were due to be sent. (£230,682.00)

The Premises Licence was due to be approved on Friday 28th, none of the consulted organisations had forwarded any objections to the application. However the Police had requested the addition of a few extra conditions regarding alcohol consumption, which had been agreed to.

27.5.10.04

Progress / Completion of the Project.

A Practical Completion Certificate was signed Friday 21st May, the effective handover date was Wednesday 26th May when the keys and documents were received and signed for from Radleigh. A working demonstration of the kitchen equipment was to take place on Friday 28th. It was thought the kitchen equipment was still dirty and needed steam cleaning prior to commissioning. More of the kitchen cupboards needed to be lockable. 6 lightweight tables are still to be delivered, the rest of the ordered tables and chairs have been delivered. The sound, projection and stage equipment was still in the process of being installed, a demonstration of the equipment is to be arranged on its completion. The stage curtain runners and wipes had been installed, as had the door curtains. The installation of the stage curtain, rear, side and door curtains is due to happen before 2nd June. There is a years warranty on the building and all equipment (except the kitchen). The Air Source Heating system can have its first year warranty extend to year 2 and 3 if we pay Dimplex £395 plus Vat to commission the system, the committee agreed to this.

Chairman to arrange the Playgroup to view some lightweight portable barriers to check their suitability for the Lower Hall. It was decided to wait for the Ofsted inspection before reviewing the Lower Hall ventilation requirements. Clarification of the ventilation and heating requirement was to be requested from the Playgroup. The Chairman outlined that the building had received an "A" energy efficiency rating. The heating system had a few basic controls to control the room temperature, any other settings required an engineer to re-programme the main controller. The Fire alarm required zoning information. Various positions of coat hooks was discussed

The Fire Risk Assessment had been carried out both by Paul Aswith on behalf of Radleigh and also by Mr Ford, who had arranged for Tony Higton and Andy Hall to carry out one on behalf of the committee. Howard was to arrange a meeting with Radleigh to resolve some of the issues. The Incident Reporting Form had been updated and circulated to members.

Fire Officers had also visited the Hall in conjunction with the Hall's Premises Licence Application.

The Lobby Notice Board had yet to be erected, some signs and First Aid boxes need appropriating and installing.

27.5.10.05

Booking's.

Booking clerks outlined the current situation regarding bookings, very little conflict has arisen to date, and all had been resolved. Some overspill of booking requests is being directed to the OAP Hall. The vast majority of the received bookings are from village organisations/people. Bookings in to 2011 are now being processed. Booking software was being investigated that would allow us to do bookings, invoicing and the production of an events calendar, the likely cost being £4-500.

27.5.10.06

Any other Business.

The car park bank had been planted, Tim stated that an irrigation system was needed and would cost approximately £110, this could be connected to the new supply point near the footpath. Turfing of the remaining bare area's to be organised once the weather improves.

It was decided not to stain the flood area retaining wall at the present time.

Soap dispensers are required for all hand wash basins. Two wall clocks are required for the Halls. Keys were issued to regular users and Management Committee Members.

A Cash Flow Forecast, (revised 27/5/10) was circulated to members showing total expenditure at £727,708.00. Income amounting to the same total had been or was about to be received. A final additional bill towards to the Pavilion refurbishment is yet to be received.

27.5.10.07

Items for the next Hall Management Committee agenda.

Playgroup requirements for ventilation and heating.

27.5.10.08

Date of Next Meeting. Please note the change

Friday 4th June, 7 pm in the Lower Hall. The date has been moved as the complex is fully booked on Thursday 3rd June and there is also a cricket match.

There being no other business, the Chairman thanked those members of the Building Committee for their hard work and efforts to produce the finished building. The Chairman also thanked on behalf of the committee, Project Manager Howard Parkin for guiding us through the building process.

The meeting closed at 9.03 pm

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the Heritage Room on June 21st 2010

***Present : SimonDowning, Brian Adams, John Easter, Tim Phillipson,
Tom Parr, Bill Hutchison, Ray Ford, Andrew Martin, Susie
Turner and Margaret Jackson***

21.6.10.1 Apologies. None

***21.6.10.2 Declaration of Interests. Brian Adams declared an interest in
Item 21.6.10.5 and Margaret Jackson declared an interest in Item
21.6.10. 6***

***21.6.10.3. To Confirm the Minutes. The minutes of the last meeting were
confirmed***

21.6.10.4. Correspondence and Opening Event

***The Chairman explained that the BLF had approved all matters relating
to the premises and 6 monthly and annual reviews would follow. In
response to a question from Brian Adams the Chairman said that he did
no t foresee any difficulty with these.***

***Andrew Martin outlined in detail the arrangements for the official
opening day on June 27th. From 12 noon these included the decoration of
the hall, a slide show with background music, a tour of the premises by
invited guests, drinks and a buffet, a speech (by Andrew Martin), a toast, a
performance by the children's choir from Little Eaton School and the
opening ceremony on the balcony performed by the current Carnival
Queen and guests from the BLF and Wren involving the release of
balloons. Two caterers had tendered for the buffet and it was agreed that
the Chairman would make a decision on this. Various responsibilities were
assigned to Committee members***

ACTION All

***The day would then continue with the usual carnival Sunday events and
conclude with a concert by Friends in Harmony in the evening.***

21.6.10.5 Replacement of Committee Member

Following the resignation of Pauline Whitehead and after a general discussion it was agreed that Barbara Adams be invited to replace Pauline on the committee. The Secretary was asked to write to Barbara.

ACTION Bill Hutchison

21.6.10.6 Facility Charges

Following correspondence from the Drama Group Brian Adams proposed to charge them £300 at the regular user rate (plus a small surcharge) for the production just completed and the next one in January. This was agreed.

21.6.10.7 Health and Safety, Fire Risk Assessment

Ray Ford ran through the list of items on the Fire Safety Report. The Chairman confirmed that all of the actions mentioned in the report had been dealt with or work was in hand to complete them.

Ray also confirmed that fire safety training for all members of the Management Committee would take place with Tony Higton towards the end of July.

ACTION Ray Ford, All

21.6.10.8 Assessment of Staffing Requirements

It was agreed that it was still too early to have a clear indication of staffing requirements for a caretaker/cleaner. However as two people had expressed an interest in cleaning in the building it was agreed that one of these be approached by the Chairman with a view to carrying out some cleaning prior to the official opening on June 27th. This might then continue on an “as required” basis.

ACTION Simon Downing

21.6.10.9 Bookings and Computerised System

Tom Parr explained that a software manufacturer had been approached about a system available to catalogue and update information on bookings as well as producing invoices. The system appeared to be what was needed and would cost in the region of £470 (including maintenance).

21.6.10.10 Equipment Procurement

There was a general discussion on the equipment and materials required in the building. A vacuum Cleaner, mops, bins, bin bags and toilet rolls had already been obtained. Other necessary items included paper towel and soap dispensers and antiseptic dispensers. There was also a need for containers for spent cigarettes outside the building and a large bin/container for accumulated rubbish.

On the subject of rubbish Susie Turner agreed to investigate the possibility of recycling.

ACTION Susie Turner

It was also agreed to revisit the original wish list of equipment and materials. This is included as an Appendix to these minutes.

ACTION Bill Hutchison

21.6.10.11 Warrantly Work

The Chairman reported that the mould on the wall of the boys' toilet was being dealt with

21.6.12

a) Ray Ford reported on the meeting with Tony Higton

21.6.13 Items for Next Agenda

a) Finance Report from Brian Adams

b) Suggestions from John Easter on Contents of the Heritage Room

21.6.14 Date and Time of Next Meeting

The next meeting will take place on Monday July 19th at 7.30 p.m. in the Heritage Room

Appendix to Minutes of the Meeting held on June 21st 2010

Items included in Wish Lists Previously Produced were ;

Side Curtains and Wipes for the Stage

Dimmer Lights for the Stage

A Set of Long Stepladders

An Outside Fence for The Playgroup

Baby Changing Facilities in Selected Toilets

An Irrigation System to the Bank

Janitorial Items/Supplies (not specified and to be investigated by Pauline Whitehead)

Glasses for Drinks

Coat Pegs (Children and Adults)

Ceiling Blinds in Thomas Bates Room

Crockery

Cutlery

Notice Boards

Store Doors

Ventilation Fan (unspecified location)

Boiler Protection

Extra Slabs at Front of the Building

Inward Opening Windows in Lower Hall

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the Heritage Room on July 19th 2010

***Present : Simon Downing, Brian Adams, John Easter, Tim Phillipson,
Tom Parr, Bill Hutchison, Ray Ford, Andrew Martin, Lisa
Minifie and Margaret Jackson***

19.7.10.1 Apologies. Susie Turner

19.7.10.2 Declaration of Interests. None

***19.7.10.3 Confirmation of the Minutes. The Minutes of the last meeting
were confirmed as a true record.***

***19.7.10.4 Correspondence. The Chairman said that both WREN and the
BLF had been in touch with complimentary remarks about the opening
ceremony. WREN had also requested permission to use some of the
photographs posted on the web site. Helena Stubbs from EBC had also
made favourable comments about the facility.***

***19.7.10.5 Booking Status. Simon Downing said that a steady stream of
bookings were being taken from a range of organisations involving a wide
variety of activities. Both the tennis club and cricket club wished to use the
Thomas Bates room for a few days as a training facility and these
bookings would be accepted subject to the nature of the activity being
established. The Produce Show in September was also to be held in the
hall. Barbara Adams reported that the Derby Primary Care Trust had used
the facility for a meeting recently and had been delighted.***

***In answer to a question from Ray Ford, Tom Parr said that the
computerised booking system would be available shortly and the suppliers
had offered a free training course.***

ACTION Simon Downing, Tom Parr

19.7.10.6 Staffing and Employment. *Simon explained that a cleaner had been hired on two recent occasions before the official opening and after the carnival. However the cleanliness of the building in general has been satisfactory after use. Bill Hutchison asked about the replenishment of toilet rolls and soap and Brian Adams suggested that this appeared to be working satisfactorily.*

Although much had been learned about the upkeep and general running of the facility the appointment of a permanent caretaker/cleaner was not considered to be necessary in the near future. However given the lessons learned in the hall's first two months it was agreed that the duties of such an individual be considered at the next meeting.

ACTION All

19.7.10.7 Health and Safety. *In answer to queries from Ray Ford the following health and safety matters were established.*

There is a Fire Action Notice adjacent to the Umpires Room

Bradshaws will be involved in a maintenance contract for the building

There are heat and smoke seals on the doors

There is a Fire Action Notice in the New Store

There is a Fire Action Notice near every Fire Extinguisher

A Sign for the Fuel Storage Cupboard is on order

An Emergency Evacuation Policy (including arrangements for the disabled) is in hand

ACTION Ray Ford, Simon Downing

19.7.10.8 Playgroup – List of Requirements. *Lisa Minifie asked a series of questions on behalf of the Playgroup. These were as follows ;*

Could the small downstairs cupboard have a dedicated lock for the Playgroup only (for children's records) ? – It was agreed that this would not be possible and that a cabinet or filing cabinet might be the answer.

Was there a carbon dioxide extinguisher downstairs – Yes

Who supplies multiple adaptors if required ? The Playgroup

Would computers used by the Playgroup be insured ? This will be looked into.

Can a peephole be put in the downstairs external door ? Yes

Can the Ofsted requirement of extra bolts on doors be achieved ? – Since these are fire doors Tony Higton will be consulted

What about a place of refuge for the children in the event of an evacuation ? – This is the Playgroup's responsibility.

ACTION Lisa Minifie, Simon Downing

There then followed a lively discussion on the provision of an outside fence and it was eventually agreed that a fence similar to the play area fence be erected. This would be removable with a gate and latch at adult height and anyone removing the fence would be responsible for re-erecting it.

ACTION Simon Downing

19.7.10.9 Equipment. Requirement of Users

A need for a water heater downstairs was identified and it was initially suggested that one could be removed from upstairs. However Barbara Adams said that this would not be practicable and it was agreed that (subject to cost) a new one would be purchased.

ACTION Barbara Adams

Barbara also said that the W.I. had purchased a number of pots and pans for use in the hall and subject to the agreement of the W.I these could be used by other hall users.

There was some discussion on the provision of a large bin for accumulated rubbish. Currently rubbish is removed free of charge but is left in the open. The provision of a bin is preferable but a charge for collection would then be made. The purchase of a bin will be investigated.

ACTION Simon Downing

19.7.10.10 Fire Risk Assessment. *It was agreed that the recent training session for committee members carried out by Tony Higton was very useful. Ray Ford said that further sessions for those members unable to attend as well as representatives of hall users could be arranged. The booking clerks would supply Ray with users' contacts*

ACTION Simon Downing, Tom Parr, Ray Ford

19.7.10.11 Treasurer's Report. *Brian Adams reported as follows;*

<i>Opening Balance</i>	<i>£3,000</i>
<i>Income</i>	<i>£562.50</i>
<i>Expenditure</i>	<i>£1285.76</i>
<i>Current Balance</i>	<i>£2,276.74</i>

19.7.10.12. Heritage Room. *John Easter said that his arrangements for the Heritage Room were in hand. These included a lockable cabinet for items of historical interest and a number of photographs from around the*

village. It was agreed that some form of window covering would be required in the room as an added security.

ACTION Simon Downing, John Easter

19.7.10.13 Wish List Of Items. The current wish list of items was as follows;

Dimmer Lights for the Stage and Thomas Bates Room – To be investigated

A Set of Long Stepladders – On Hold

An Outside Fence (Playgroup) – In Hand

Baby Changing Facilities in selected Toilets – On Hold

Glasses for Drinks – On Hold

Coat Pegs (Children and adults) – In Hand

Ceiling Blinds in Thomas Bates Room – Simon to Investigate

Notice Boards – In Hand

Store Doors – On Hold

Ventilation Fan – On Hold

Boiler Protection – On Hold

Extra Slabs for Front of Building – In Hand

Inward Opening Windows in Lower Hall – Being Done

Tiles on Wall under Hand Dryers – In Hand

Spare Glasses for “Break Glass” Alarms – Simon to ask Radleigh

Hand Rails for Steps to Stage – Simon to Arrange

Water Heater – Barbara Adams to Price

Curtain Rail Stop (Stage) – In Hand

Sani Bins – Barbara Adams to Investigate

Hot Surface Signs

Large floor Sweeper

Tape for Trolley (to prevent marking the wall)

Keys

Clock

Cigarette Containers

19.7.10.14. Any Other Business

a) Community Dividend. Bill Hutchison mentioned the Midlands Co-op Community Dividend. This was a scheme whereby Midlands Co-op would provide grants (up to £5,000) for local community projects. It was agreed to investigate the possibility of obtaining funding for the fence for the Playgroup.

ACTION Bill Hutchison

b) Hire Charges for Playgroup. After some discussion it was agreed that the charges to the Playgroup from September must include preparation and clearing up time.

19.7.10.15. Items for Next Agenda

a) Speed of Vehicles near the Building and in the Car Park

19.7.10.16. Date of Next Meeting.

Tuesday 17th August at 7 p.m. in the Heritage Room

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the Heritage Room on August 17th 2010

Present : Simon Downing, John Easter, Tim Phillipson, Bill Hutchison, Ray Ford, and Andrew Martin

17.8.10.1 Apologies. Brian Adams, Barbara Adams, Tom Parr, Margaret Jackson and Susie Turner

17.8.10.2 Declaration of Interests. None

17.8.10.3 Confirmation of the Minutes. The Minutes of the last meeting were confirmed as a true record.

17.8.10.4 Correspondence. The Chairman said that WREN had been in touch indicating that they intended to put an article on their website and use some photographs from the hall opening day. The BLF had reminded him that reports were due 6 months and a year after opening.

17.8.10.5 Booking Status. Simon said that the booking situation was extremely healthy with a steady stream of events and activities being lined up. On one occasion recently there had been 7 bookings on a single day. It seemed likely that a drama group from Derby would make use of the Thomas Bates Room in May of next year. Helena Stubbs of Erewash Borough Council has been so impressed with the hall that she has indicated that she wishes to hold a 2 day National Conference for Village Hall advisors at some future time. In view of the advice and assistance that Helena had given during the bidding process it was agreed that no charge would be made for this event.

Simon also indicated that block booking invoices will be sent out at the end of August and the computerised booking system should be up and running in early September.

17.8.10.6 Staffing and Employment. It was agreed that the lady cleaner would now be employed on a regular basis for 2 hours a week initially and possibly longer than this if required. Simon would provide her with details of her duties.

ACTION Simon Downing

It was also agreed that the employment of a caretaker for the building would be deferred for the time being.

17.8.10.7 Health and Safety. Following a request from Ray Ford, Simon undertook to provide further copies of the Incident Sheets

ACTION Simon Downing

Simon also confirmed that a Maintenance Contract for the building was now set up.

A warning label for the fuel storage and a guard for the electrical equipment was still required. John Easter said that protection for the hot water tanks in the store was also required particularly with large items being moved in and out.

17.8.10.8 Equipment. Requirements of Users. Bill Hutchison explained the situation regarding the Co-op Grant Application for the Playgroup fence. A decision on this may take some time and it was agreed that the construction of the fence will be deferred until the outcome of the grant application is known. Bill will speak to the Playgroup to establish if this is acceptable to Ofsted.

ACTION Bill Hutchison

Simon explained that the fence could be constructed so that it is collapsible and capable of being stored against the outside wall of the building This would help considerably with the requirement that it should be “removable”.

17.8.10.9 Treasurer’s Report. In the absence of Brian Adams there was no Treasurer’s Report

17.8.10.10 Heritage Room Contents. John Easter showed a selection of old photographs and literature of various village groups and gatherings. These were part of his own collection and he hoped to use copies of some of these in the Heritage Room. He also said that he was holding a “Little Eaton Heritage Day” which village residents could attend with any items of historical interest. This event will take place on Sunday October 3rd.

17.8.10.11 Wish List Of Items. This was ongoing as follows :
Dimmer Lights for Stage and Thomas Bates Room (Tom Parr)
Set of Long Step Ladders (On Hold)
Outside Fence for Playgroup (In Hand)
Baby Changing Facilities (On Hold)
Glasses for Drinks (On Hold)
Coat Pegs (Children and Adults) (Simon Downing)
Ceiling Blinds in Thomas Bates Room (Simon Downing)
Notice Boards (In Hand)
Store Doors (In Hand)
Boiler Tank Protection (In Hand)
Extra Paving at Front of Building (In Hand)
Tiles under Hand Dryers (In Hand)
Spare glasses for "Break Glass" Fire Alarms (Simon Downing)
Hand Rails for Stage Steps (Simon Downing)
Water Heater (Barbara Adams)
Curtain Rail Stop (Simon Downing/Tom Parr)
Sani Bins (Barbara Adams)
Hot Surface Signs (In Hand)
Wall Protection from Trolley (To be Investigated)
Clocks (Outdoor and Indoor) (On Order and to be Obtained)
Cigarette Containers (In Hand)

17.8.10.12 Any Other Business

- a) Broken Downpipe Simon indicated that the broken downpipe would be repaired shortly ACTION Simon Downing**
- b) Shelving. This would be erected by Cyril Hourd, the Park Keeper**
- c) Door Handles for Outdoor Toilets . John Easter said that these would be fitted in the near future**
- d) Second Fire Training Session. Ray Ford said that a second session of fire training with Tony Higton had been arranged for Thursday August 26th at 7.15 p.m.**
- e) Room Layouts. Ray Ford showed a selection of different seating arrangements prepared by LECA which might be of use to people organising events in the Thomas Bates Room**

17.8.10.12 Date of Next Meeting. The next meeting will take place in the Heritage Room on Monday 27th September at 7 p.m.

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the Heritage Room on September 27th 2010

Present : Simon Downing, Brian Adams, John Easter, Tim Phillipson, Bill Hutchison, Ray Ford, Andrew Martin, Margaret Jackson, Susie Turner and Lisa Minifie

27.9.10.1 Apologies. Barbara Adams and Tom Parr

27.9.10.2 Declaration of Interests. None

27.9.10.3 Confirmation of the Minutes. The Minutes of the last meeting were confirmed as a true record.

27.9.10.4 Correspondence. Lisa Minfie reported that information had been received from the Co-operative indicating that the bid for a Community Dividend had been unsuccessful.

The Chairman reported that information on the Village Hall was now on the Rural Action Derbyshire website and that a compliance certificate for the security system had been received.

27.9.10.5 Bookings/Overview of Current Usage. The Chairman said that the booking situation was extremely healthy with 29 different bookings being made for the current week. In answer to a question from Ray Ford, Simon said that the online viewing system on the web page was not quite ready.
ACTION Simon Downing, Tom Parr

27.9.10.6 Staffing/Cleaning. After some discussion about the current cleaning arrangements it was agreed that the cleaner should now be employed on a regular basis for a minimum of 4 hours a week. She would be required for cleaning duties on Mondays and Fridays at times to fit in with usage of the hall. It was further agreed that the Chairman should outline the areas requiring regular cleaning such as toilets, kitchens etc. with other areas being given attention as required.

ACTION Simon Downing

Lisa Minifie reported that cleaning materials for use specifically by the Playgroup had recently been used by other individuals/groups. It was agreed that in these circumstances when the Playgroup had to replace materials the bill should be sent to the Management Committee.

ACTION Lisa Minifie, Brian Adams

27.9.10.7 Health and Safety. Fire Training Evenings.

The Chairman confirmed that regular testing of the fire alarm was being carried out on a monthly basis.

Ray Ford said that Tom Parr was of the opinion that further fire training (e.g. for regular users) might be required.

Lisa Minifie said that some minor repairs were required on the fittings of fire extinguishers in the downstairs hall . The Chairman said that he was aware of this and also a problem with a fire extinguisher upstairs and the problems would be rectified.

ACTION Simon Downing

Bill Hutchison said that he had received comments about the wooden supports to the canopy at the front door being a potential hazard. After various suggested remedies (extra lighting, high visibility tape, complete removal) the Chairman agreed to examine possible solutions.

ACTION Simon Downing

27.9.10.8 Equipment. Requirements of Users.

Lisa Minifie said that the outside fencing was proving to be very popular and it was agreed that the slabs in front of the building would be laid during half term week and a larger fenced area with removable fencing would be erected in due course.

ACTION Simon Downing

Lisa also reported that the Playgroup's cups and mugs were being used by other individuals/groups. It was agreed that these would be labelled "For Playgroup Use Only"

ACTION Lisa Minifie/Playgroup

27.9.10.9 Treasurer's Report. *Brian Adams reported that the current state of Income and Expenditure was as follows:*

Total Income : £2001.50

Total Expenditure : £2,737.13

Significant charges had still to be made to the Sports Committee (Carnival) and the Produce Show Committee. In answer to a question from Lisa Minifie he said that regular users would be invoiced quarterly in arrears.

27.9.10.10 Heritage Room Contents.

John Easter said that following the Heritage Day in the Village Hall on Sunday October 3rd he hoped to have a selection of photographs and artefacts on display in the Heritage Room. He would be sourcing picture frames and cabinets for this purpose and a cabinet had been donated by Tom Parr.

Susie Turner said that some form of window covering would be required for security and Simon Downing undertook to look into the provision of curtains

ACTION Simon Downing

27.9.10.11 Wish List Of Items. This was ongoing as follows :

Dimmer Lights for Stage and Thomas Bates Room (Tom Parr)

Coat Pegs For Children and Adults (Simon Downing)

Paving and Outside Fence for Playgroup (Simon Downing)

Notice Boards (Simon Downing/Tom Parr)

Spare Glasses for "Break Glass" Alarms (Simon Downing)

Hand Rails for Stage Steps (Simon Downing)

Sani Bins – to be purchased (Barbara Adams)

Water Heater – to be installed in downstairs kitchen (Simon Downing)

Cigarette Containers – to be sourced (Bill Hutchison)

Clocks - indoor fitted and outdoor to be fitted shortly (Simon Downing)

Hand Wash Dispenser for Main Kitchen (Simon Downing)

Fire Box (Tom Parr)

Window Covering for Heritage Room (Simon Downing)

Baby Changing Facilities (On Hold)

Glasses for Drinks (On Hold)

Ceiling Blinds in Thomas Bates Room (On Hold)

Boiler Tank Protection (In Hand)

Tiles under Hand Dryers (In Hand)

Hot Surface Signs (In Hand)

28.9.10.12 Any Other Business

a)Recycling. Susie Turner explained that, following a site meeting with a representative from Erewash Borough Council it had been agreed that a pod system with 3 attached lockable bins would be installed in the car park. These would be used for recyclable rubbish accumulated from hall usage. This to include glass, cans, paper, cardboard and plastic but not food waste which would be disposed of via the normal rubbish. The

recyclable rubbish would be collected with the normal Wednesday collection on every second week. Fitting and collection would be free.

b) Gravel. Following problems with misuse of the gravel around parts of the building perimeter it was agreed that this be removed

c) Comments on the Use of the Main Kitchen.

Bill Hutchison outlined a number of comments made by Moira Hutchison following her use of the kitchen on the day of the Produce Show.

The comments and the suggested actions are listed below:

- 1. Simple, clear laminated instructions (including warm up times) for each piece of equipment. – Barbara Adams/WI to consider this*
- 2. Notice for fridge/freezer saying “Leave Open When Not In Use”
- Barbara Adams/WI*
- 3. How to Access Cleaning Equipment – Information has now been given.*
- 4. Hand wash needed near the Wash Hand Basin – Simon Downing to arrange*
- 5. Gravy stains on hatch wall – Simon Downing to speak to cleaner*
- 6. Trays for carrying crockery/glasses – these are already there*
- 7. White plastic trays for displaying food at the hatch – not considered necessary and provision left with individual users.*
- 8. Lack of hot water “on the day” – problem now resolved.*
- 9. How to dispose of rubbish - problem being resolved*

27.9.10.13 Date of Next Meeting. The next meeting will take place in the Heritage Room on Monday 1st November at 7 p.m.

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the Sports Lounge on November 1st 2010

Present : Simon Downing, Brian Adams, Tim Phillipson, Bill Hutchison, Tom Parr (part-time), Ray Ford, Andrew Martin, Barbara Adams, Margaret Jackson, Susie Turner and Lisa Minifie

01.11.10.1 Apologies. John Easter

01.11.10.2 Declaration of Interests. None

01.11.10.3 Confirmation of the Minutes. The Minutes of the last meeting were confirmed as a true record.

01.11.10.4 Correspondence. Bill Hutchison confirmed that a letter of thanks had been sent to the LECA secretary regarding their donation for the purchase of the cutlery and crockery for the kitchen.

Bill also said that a letter had been received from Little Eaton Playschool who meet in the United Reformed Chapel. This pointed out that they were concerned that the play group meeting in the hall had changed their name. It was generally agreed that this matter was between the playgroups and was not the concern of the Management Committee

The Chairman said that correspondence had been received from the Rates Valuation Office which had set a rateable value of £10,500 on the Village Hall complex. Simon was of the opinion that the actual amount to be paid in rates from 1st June 2011 was likely to be 10% of the set amount.

Two verbal complaints had been received in the last month regarding noise levels from a function in the hall and the use of fireworks on the park at another function.

01.11.10.5 Bookings Status The Chairman said that the booking situation was very healthy with such diverse activities as an Islamic wedding and a local authority public enquiry in the pipeline.

In answer to a question from Ray Ford about how soon the booking system would be visible on line Simon said that some further work was necessary to achieve this.

ACTION SimonDowning, Tom Parr

Ray also asked if a cheque that he had sent as a deposit against damages could be returned to him.

ACTION Brian Adams

This led to a general discussion about payment of hire charges and Brian Adams said that there were no major problems. Barbara Adams asked if we needed to establish a system to deal with slow or non payers. Brian also asked if booking information could be passed to him from Simon and Tom on a more regular basis.

ACTION Simon Downing, Tom Parr

01.11.10.6 Staffing/Cleaner. Simon said that the cleaner was now being employed on a regular basis. i.e. 2 hours on a Monday and 2 hours on a Friday. She had requested the purchase of a new Dyson vacuum cleaner. It was agreed that this should not be purchased but go on the Wish List for the time being.

01.11.10.7 Health and Safety. Following a query from Ray Ford the Chairman confirmed that the flammable liquids warning sign was now in place. He also said that the log is being filled in regularly and that problems with the warning lights in the Bates Hall and fire extinguishers becoming detached from the wall were being resolved. There was also a requirement for some tiles to be refitted in the Boys' toilets downstairs.

ACTION Simon Downing

It was also reported that a WI lady had cut her hand on the fire door handle. The problem that caused this has been rectified.

01.11.10.8 Equipment. Requirements of Users

Lisa Minifie said that the Playgroup were delighted with the new paved area in front of the building. Simon said that the erection of the new fence was in hand.

ACTION Simon Downing

Lisa also asked if a space could be found for the Playgroup's filing cabinet and it was agreed that this could be located under the stairs.

A small water heater is to be located in the downstairs kitchen and the spare heater will be located upstairs in the kitchen adjacent to the Sports Lounge.

01.11.10.9 Treasurer's Report. Brian Adams reported that the financial situation was as follows :

Income £2599.73

Expenditure £3128.27

There were 3 outstanding invoices as follows :

Sports Committee (Carnival) £382

Tai Chi Group £72

Footloose Dance Group £192

Since the dance group were no longer using the facility it was agreed that their invoice be pursued as soon as possible. ACTION Brian Adams

Brian also said that there had been a 3 month electricity bill for £500. Although this seemed high it was agreed to wait for other bills before assessing the situation.

A request had been received from the Youth Club Group to give them free use of the hall for their initial meeting in January. It was agreed that this request be declined and that they should pay.

01.11.10.10 Heritage Room Contents. The Chairman said that a painting had been donated and subject to it being insured it would be located in the Heritage Room.

01.11.10.11. Wish List Of Items

Following Susie Turner's initiative bins for the disposal of recyclable waste had now been installed in the car park.

The other items and the current situation were as follows;

Dimmer Lights for Stage and Thomas Bates Room (To be paid for by LECA subject to the specification being acceptable)

Outside Fence (In hand with Simon Downing)

Notice Boards (In hand with Simon Downing and Tom Parr)

Spare Glasses for "Break Glass" Alarms (In hand with Simon Downing)

Hand Rails for Stage Steps (In hand with Simon Downing)

Sani Bins (In hand with Barbara Adams)

Cigarette Containers (In hand with Bill Hutchison)

Hand Wash Dispenser in Main Kitchen (In hand with Simon Downing)

Fire Box (In hand with Tom Parr)

Window Covering in Heritage Room (In hand with Simon Downing)

Baby Changing Facilities (On Hold)

Glasses for Drinks (On Hold)

Ceiling Blinds for Thomas Bates room (On Hold)

Boiler Tank Protection (In hand with Simon Downing)
Tiles under Hand Dryers (In hand with Simon Downing)
Hot surface Signs (In hand with Simon Downing)
Dyson Vacuum Cleaner (On hold)

01.11.10.12 Any Other Business

a) Thomas Bates Room Floor. Simon Downing confirmed that minor repairs had been carried out.

b) Stage Lights. Simon said that a recent instance of the stage lights being left on had been resolved.

c) Moira Hutchison's List. Brian Adams confirmed that he was dealing with some of the points raised after the Produce Show.

ACTION Brian Adams

01.11.10.13 Date of Next Meeting. The next meeting will take place in the Sports Lounge on Monday 6th December at 7 p.m.

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the Sports Lounge on December 6th 2010

***Present : Simon Downing, Brian Adams, Tim Phillipson, Bill Hutchison,
Tom Parr Ray Ford, Andrew Martin, and Barbara Adams***

06.12.10.1 Apologies. Lisa Minifie, Susie Turner and Margaret Jackson

06.12.10.2 Declaration of Interests. None

***06.12.10.3 Confirmation of the Minutes. The Minutes of the last meeting
were confirmed as a true record.***

***06.12.10.4 Correspondence. Bill Hutchison said that he had received a
rates demand notice for £3,600 to be paid in three instalments of £1,200.
He had passed this to Simon who was confident that, on appeal, this would
be reduced by 80% to approximately £720.***

ACTION Simon Downing

***There had been two further comments from users of the building, one
complaining about the floor being dirty and another about the heating
system.***

06.12.10.5 Bookings.

***Overview. Simon said that the general level of bookings was very good
with an increase in afternoon bookings.***

***Cancellation Policy. After some discussion it was agreed that following
rules regarding cancellation of a booking would apply:***

***Regular Users : Cancellation due to exceptional circumstances – no
charge.***

***Casual Users : An administration charge of £10 would apply unless a
rebooking was made at the time of cancelling The £10 would be refunded
if a future booking was made.***

ACTION Simon Downing, Tom Parr

Amended Bookings. Simon said that following significant difficulties with the Drama Group changing their current booking on several occasions he was keen to establish an arrangement with them. After considerable discussion it was agreed that no further amendments be made and that arrangements now in place with the Drama Group would be followed. It was agreed that a letter be sent to the Drama Group suggesting that, in future, they put forward their requirements clearly in advance so that these could be met without the need for further changes.

ACTION Simon Downing, Tom Parr

In general each booking where an amendment was required would be considered individually.

Tom Parr reported problems recently with an event which overran the time booked. As a result he and his son were involved in extra cleaning on the following (Sunday) morning. This led to a discussion on the need to stipulate rules governing the finishing time of Saturday night events.

The following arrangements were agreed:

If an event finished at 10.30 pm. with clearing up completed by 11 p.m. the agreed charge would apply.

If an event finished at 11 p.m. with clearing up completed by 11.30 p.m. an extra £10 levy would be applied as a “locking up” charge.

It was further agreed that we would reserve the right to deduct a portion of the bond deposited if further attention such as extra cleaning was required.

This would require the wording associated with the bond deposit to be amended on the Booking Form.

ACTION Simon Downing, Tom Parr

06.12.10.6 Staffing. Simon confirmed that the cleaner was now working 4 hours per week. Barbara Adams said that on two recent occasions further cleaning by the WI ladies had been necessary because the cleaning had not been satisfactory. It was agreed that the cleaner be asked to work an extra hour per week.

06.12.10.7 Health and Safety. Ray Ford said that currently everything was satisfactory.

Tom Parr confirmed that all the fire extinguishers had been re-hung on their brackets following recent problems.

Tom also said that he and John Easter had been involved in a recent false alarm when the fire alarm system was set off by some children. Although

this had been inconvenient at the time the experience had provided useful information about the functioning of the system

06.12.10.8 Equipment. Requirements of Users

Tom said that the Hearing Loop in the Thomas Bates Room was now in working order although he would source a stage microphone compatible with it.

ACTION Tom Parr

06.12.10.9 Treasurer's Report. *Brian Adams provided copies of a Financial Report up to December 6th. This showed an income of £4870 from lettings with a further £2,760.25 in outstanding invoices giving a total of £7630.25. Payments of £3,189.08 had been made with a further £1462 outstanding giving a total of £4651.08. The surplus was therefore £2979.17.*

In view of these encouraging figures it was agreed that the recent bill of £942 for the paving in front of the building would be paid for by the Hall Management Committee rather than the Parish Council

ACTION Brian Adams

Bill Hutchison said that the organisers of Youth Café to be trialled in the New Year were concerned about the funds needed to establish it and had approached several village organisations for financial support. However it was agreed that since the hire charge for the Thomas Bates Room was payable three months in arrears there would be no immediate burden on them in this respect.

In answer to a query from Bill Hutchison Brian confirmed that the Footloose Dance Academy had paid their outstanding hire charge.

Review of Charges. *Barbara Adams proposed that no change to hire charges should take place until the first anniversary of the hall in May 2011 and this was agreed.*

06.12.10.10 Heritage Room Contents. *John Easter confirmed that he had a significant number of artefacts, pictures and paintings which could be used in not only the Heritage Room but in other parts of the building as well. There was a general discussion on how these could be best displayed securely and John agreed to give consideration to what was required in terms of display cabinets, picture frames etc. and report back to the next meeting.*

ACTION John Easter

06.12.10.11 Wish List of Items

Boiler Tank Protection (In hand with Simon Downing and considered HIGH PRIORITY)

Dimmer Lights for Stage and Thomas Bates Room (Tom Parr to discuss with LECA)

Outside Fence (In hand with Simon Downing)

Spare Glasses for "Break Glass" Alarms (In hand with Simon Downing)

Hand Rails for Stage Steps (In hand with Simon Downing)

Sani Bins (Ordered by Barbara Adams at cost of £48/annum)

Cigarette Containers (In hand with Bill Hutchison)

Hand Wash Dispenser in Main Kitchen (In hand with Simon Downing)

Window Covering for Heritage Room (In hand with Simon Downing)

Baby Changing Facilities (On Hold)

Glasses for Drinks (On Hold)

Ceiling Blinds for Thomas Bates Room (On Hold)

Tiles Under Hand Dryers (In hand with Simon Downing)

New Vacuum Cleaner (Simon Downing to talk to Cleaner)

06.12.10.12 Any Other Business

a) Christmas Tree. It was agreed to accept the offer of a free Christmas Tree. This will be placed in the Sports Lounge overlooking the park.

ACTION Ray Ford, Brian Adams and Bill Hutchison

b) Rolling Maintenance Budget. It was agreed to consider this at a future meeting.

c) Stage Curtains. It was agreed that the problems with the side curtains be looked at again.

ACTION Simon Downing, Tom Parr

d) Door Curtains. It was agreed that the door curtains be adjusted

ACTION Simon Downing

e) Outside Lighting. Comments made to Andrew Martin suggested that the lighting outside the hall was excessive and a waste of energy. Simon explained that these lights were switched off at 2 a.m. and all agreed that they were a useful security tool.

01.11.10.13 Date of Next Meeting. The next meeting will take place in the Sports Lounge on Monday 24th January at 7 p.m.

Little Eaton Village Hall Management Committee

Minutes of a Meeting Held in the Sports Lounge on, January 24th 2011

Present : Simon Downing, Brian Adams, John Easter, Tim Phillipson, Bill Hutchison, Tom Parr Ray Ford, Andrew Martin, Lisa Minifie and Margaret Jackson

24.01.11.1 Apologies. Barbara Adams and Susie Turner

24.01.11.2 Declaration of Interests. None

24.01.11.3 Confirmation of the Minutes. The Minutes of the last meeting were confirmed as a true record. Simon Downing pointed out that, following the last meeting, a subsequent meeting of the Parish Council decided that the rental for the Youth Club would be paid by the Parish Council for at least the first six months. This decision was in line with the Parish Council's submission to the Big Lottery fund where provision of Youth Facilities in the new building was one of the commitments stated.

24.01.11.4 Correspondence. Bill Hutchison said that a further rates demand for £3,600 had been received from Erewash Borough Council. However Simon explained that a final agreement had been reached that only one tenth of this would be paid as a Business Rate. Bill had also received an email from a TheatreGroup prepared to stage plays in the hall. This, he had passed to LECA for consideration.

ACTION Ray Ford/LECA

24.01.11.5 Bookings

a) Overview. Simon gave figures for the number of bookings in December and January. In the current month the hall is booked for a total of 320 hours with up to 8 events a day in the premises becoming the norm. Recently there were some problems with the Drama Group with private arrangements being made with other users without consultation with Simon and Tom. All will be charged for the appropriate time of use. However the Drama Group now have a new contact and things appear to have settled down for future bookings.

It was confirmed that Brian Adams receives a copy of all bookings made in order to send out invoices.

Simon said that in the near future the hall may be used weekly for a senior citizens afternoon and this would be publicised in the next Village Newsletter.

ACTION Simon Downing

John Easter said that it was important to inform the current Senior Group meeting in the OAP Hall about this and he undertook to do so

ACTION John Easter

Simon said that there may be an opportunity in the future to move the Youth Club to Thursdays but the final decision on this would rest with the Youth Club members and the organisers.

After some discussion it was agreed that a SIM card be purchased and a mobile telephone dedicated to hall bookings would come into use.

ACTION Simon Downing

Following a query from Ray Ford, Simon confirmed that a booking had been made in March for LECA.

There was some discussion about the progress of the computerised booking system but Simon explained that the current manual/book system allowed for greater flexibility and it was agreed that this would continue for the time being.

b) Policy on Bookings Running Over Time. Simon said that it was clear that some bookings were running over the time booked. After some discussion it was agreed that all users would be billed for the time used and this would be communicated by email to current regular users.

ACTION Simon Downing, Tom Parr

24.01.11.6 Staffing

Margaret Jackson said that the cleaner had asked for clarification of her hours and that she be paid more regularly. Simon said that he did not see any problems and he would have a word with the cleaner. He also confirmed that she now worked 5 hours a week on a regular basis.

ACTION Simon Downing

Brian Adams asked if the time had come to consider appointing a paid caretaker but both Simon and Tom indicated that they were happy to continue performing caretaker duties for the time being.

24.01.11.7 Health and Safety. Ray said that he was not aware of any health and safety issues at the moment. An enquiry had come from the Youth

Club leaders about Food Hygiene notices in the kitchen. Tom and Brian agreed to look into this.

ACTION Tom Parr/Brian Adams

24.01.11.8 Equipment. Requirements for Users.

Following a request from Lisa Minifie, Brian Adams agreed to arrange for a sani bin to be installed in the toilet of the Lower Hall.

ACTION Brian Adams

It was agreed that a lockable notice board be installed at the front door to avoid the need for sticking notices on the door. It was also agreed that a larger (8X4) notice board be installed in the downstairs hall to allow the karate group some space for notices. This would be shared with the Beavers.

ACTION Simon Downing

Simon also confirmed that the erection of the permanent fencing in front of the Lower Hall was in hand.

ACTION Simon Downing

It was agreed that a second vacuum cleaner (for downstairs) and an extension cable for the upstairs cleaner be purchased. Simon undertook to source these.

ACTION Simon Downing

Following a request from Margaret, Tom said that he was running a check on the small freezer in the main kitchen.

ACTION Tom Parr

24.01.11.9 Treasurer's Report. *Brian reported that ,to date, the financial situation was as follows ;*

Total Income £7,882, Total Expenditure £4,913 giving a surplus of £2,969 Further income was expected but there were also several bills imminent. Brian felt that the financial situation was healthy but we should still proceed with caution.

There was a brief discussion on the anticipated electrical bill. Tom said that he would investigate whether savings were possible if the use of the heating system was more closely controlled.

ACTION Tom Parr

24.01.11.10 Heritage Room Contents. *John showed a number of items which he had received for display in the Heritage Room. He had also been approached by the school who wished to donate a plaque listing the names of former pupils who died in World War 1. Two other plaques, exactly the same as those at the lych gate were also being offered. He further confirmed that he had sorted out a number of village pictures and he was sourcing frames and a display cabinet.*

ACTION John Easter

24.01.11.11. Wish List of Items

Boiler Tank Protection (Simon Downing)

Dimmer Lights for Stage and Thomas Bates Room (Tom Parr)

Permanent Fence (Simon Downing)

Rail on wall in Thomas Bates Room (to assist at steps) (Simon Downing/Tom Parr)

Sani Bin for Downstairs Toilet (Brian Adams)

Window Covering for Heritage Room (Simon Downing)

Baby Changing Facilities (On Hold)

Glasses for Drinks (On Hold)

Ceiling Blinds for Thomas Bates Room (Simon Downing)

Tiles Under Hand Dryers (Simon Downing)

New Vacuum Cleaner (Simon Downing)

Extension Cable (Simon Downing)

Notice Boards (Outside and Inside)

Small Hob in Sports Lounge Kitchen

Transparent Plastic Mat in the Sports Lounge

Window covering for referees room

24.01.11.12 Any Other Business

a) Outside Lighting. Simon explained that this had been on during daylight hours due to a faulty timer.

b) Security During Football Matches. Following a complaint from the Football Club measures were in hand to make the dressing room area more secure.

c) Some form of window covering in the referee's room (for greater privacy) is being investigated.

d) Labels have been placed in the kitchen indicating the contents of drawers/cupboards etc.

e) Outside signage in the village indicating the way to the Village Hall will be investigated.

f) Ray Ford asked if there were to be any formal arrangements for a Village Party on the day of the Royal Wedding. It was agreed that this would be left to individuals or groups to organise for themselves.

24.01.11.13 Date of Next Meeting. The next meeting will take place on Monday 14th March at 7 p.m.