

MINUTES of the Village Hall Management Committee held at 7.00 p.m. on 3rd December 2019 at Burton on the Wolds Village Hall

Present: Cllr A Carr (Chairman), Cllr W Best, Cllr L Cooper, Cllr E Wardle, Cllr M Windsor and Mrs S Massey.

23. Apologies Action
Cllr R Shields, Mrs Y Shuter

24. Approval of the minutes of the previous meeting.
The minutes of the previous meeting were approved and signed.

25. Matters arising from the minutes of the previous meeting.

16. Update on tasks identified on 12/08/2019

All tasks identified have been completed with the exception of the heating control. SM & MW reset the boiler timer on 15/11/2019 to accommodate both day and evening hirers. Playgroup will monitor the temperature during their sessions.

SM confirmed that the boiler will be serviced week commencing 09/12/2019.

26. Events and Funding sub group report.
Yvonne Shuter sent the following report:
The Village Hall Christmas Fair was very successful, raising in excess of £400. With the support of the village, we are hoping to hold an Open Gardens event in Spring/Summer 2020.

The Committee thanked the Events and Funding sub group for their work with these events.

27. Playgroup issues and requests.

a. *Request that sanitary bags are provided.*
SM confirmed that this is not a legal requirement and has never been provided in the past. It is normally the responsibility of the employer or the individual. This facility is not provided at other village buildings. The request was denied.

b. *Request that Hall hire fee for Sunday 22nd September be waived.*
The fee was waived.

c. *Request clarification required as to what is considered the responsibility of Playgroup relating to the outdoor space and what permissions would be needed going forward.*
SM has clarified by email that all works at the Village Hall both internal

and external must have the prior approval of the Village Hall Management Committee and the Parish Council. The Village Hall Management Committee also clarified that as the playgroup have exclusive use of the rear outside space, the upkeep and cleansing of this area is the responsibility of the Playgroup.

- d. *Historically a playgroup employee checked the First Aid kit on a regular basis but has now withdrawn. A member of the Playgroup Management Committee is required to take over this function.*
SM suggested that this could be undertaken on a monthly basis prior to the Parish Council meeting. The committee confirmed that the playgroup must provide and check their own first aid kit.

- e. *The Playgroup cupboard is very wet/cold since the installation of the air vents and requires heating.*
The Village Hall Committee will look into this issue. SM will ask the boiler engineer due w/c 09/12/2019 if it would be possible to link the heating into this area via the pipes already in situ. If this is possible, the air bricks will need to be closed whilst the heating is on.

SM

Following on from this discussion, the committee requested that a playgroup cupboard key is held for emergency access. SM will request.

- f. *The lights in the men's toilet are flickering and have had to be switched off.*
The lights were checked and found to be flickering however, it appears to be a faulty bulb. A full electrical installation check will take place on 06/12/2019 as is required by our insurers.
- g. *The damp patch in the main hall near to the chairs/table room has returned.*
This will be monitored.

SM will contact Playgroup and confirm a-g by email.

SM

28. To agree responsibility for the booking system.
YMcC has withdrawn from this position. SM has asked for a handover meeting week commencing 2nd December 2019. It was agreed that in the interim, SM will take responsibility on the understanding that all members will help with rentals going forward.

29. To approve the purchase of a SIM card for the village hall booking system.
This item of expenditure was approved. It was also agreed that a basic mobile phone be purchased for this specific use if necessary.

EW
SM

BURTON ON THE WOLDS VILLAGE HALL MANAGEMENT COMMITTEE

30. Treasurer's report.

EW reported that new gas and electric contracts have been signed. The WaterPlus billing is still not resolved but EW is hopeful that this will be concluded by the end of the year.

EW has looked into the current rental rates of the village hall and hopes to have more information available for the next meeting.

EW

31. Any other business.

a. SM circulated the updated hire agreement.

b. SM confirmed that the Village Hall will be used at the polling station on 12/12/2019 and that folded election booths will be delivered on 13/12/2019. SM has requested that these are stacked in the front porch area.

32. Date of next meeting.

The next meeting will take place on Tuesday 4th February 2020 at 7 p.m. prior to the Parish Council meeting.

These minutes are a true and accurate record

Chairman

Date _____