

LEONARD STANLEY VILLAGE HALL

MINUTES of Village Hall Management Committee meeting held on Tuesday
30th November 2021 from 7.30pm.

T = Trustee

- 1 **APOLOGIES** Chris Connett, Mike Merrett, Bobbie Ireland.
- 2 **PRESENT** Chair T. Phil Herbert, T. John Webb, T. David Pearson, T. Jan Bodiukiewicz, Chris Phillips (Friendship Group), Byron Fry (Chair Social Club), Roy Wilkes (Twining), Julie Cull (5 Vs Dog Training), Penny Scott (Hall Manager), Secretary Jane Roberts.
- 3 **MINUTES** of the last Meeting, held on 21st September, were circulated to all interested parties shortly thereafter. They were taken as read and accepted as a true record. There were no matters arising.
- 4 JR asked who the Webmaster is as she felt it would be a good idea to put the Minutes on the LSVH website. PS advised that it is David Hunt. He is still contactable and manages the website for LSVH and therefore the only person able to make any changes to it.
- 5 **CHAIRMAN'S REPORT** PH confirmed that the same electricity supplier (SSE) will be used for another year. He could not here confirm the gas supply arrangements. **ACTION BI**

The Social Club's Licence is being revised slightly for greater clarity straight after this meeting. Permitted hours will be revised and SC will need to provide the Manager with a monthly list of the hours they intend to open so that the heating is put on in good time.

SC prefers to pay the full monthly rent (£800) for the year from 1st November 2021 to 31st October 2022; they did not wish to take up the offer of a reduced rent for 5 months to the year ending 30th March 2021.

Byron Fry confirmed that he is their recently elected Chairman, Sarah Wright Treasurer, Sue Hilder Secretary.

The gate has been erected. The metal post was bent but still works and could be straightened sometime. It was damaged during daylight hours so perhaps needs something to highlight it. There is no lock yet but simply shutting it seems to be working as intended. Social Club shuts it after each session. **ACTION Manager/Jan**
- 6 **TREASURER'S REPORT** BI provided a report and updates on Profit & Loss for September October & November. Social Club rent has resumed. Regular & occasional bookings are generating income for the hall. The music licence is up for renewal; a requirement, not an option.

Information on the Electricity Contract, due for renewal at the end of December, was also provided. Trustees have studied various quotations, which were all significantly increased, so it was decided to remain with the current provider for another year.

The Bank balance stands at £18,291.72 as of 24.11.21.

Copies of BIs reports are appended to the Minute Book.
- 7 **MANAGER'S/BOOKINGS REPORT** 2 new regular hirers: a Baby Massage Group and a Dance for Mind & Body Group starts in January. Booking Conditions have been altered to reflect a few minor changes, particularly forfeiting a deposit for unreasonable cleaning needed after a hiring. Hirers will be required to check the loos before they leave.

PS queried whether the CO detector is installed. **ACTION Jan.**

PS advised that the radiator stats are often altered, usually turned down, which is very annoying for subsequent users, particularly the baby massage group which needs heat.

The stats tops could be removed and a new sealed wall mounted room stat installed. BF commented that there would always be one radiator (“a slave”) which will keep working whatever as that is a safety feature. Another suggestion would be to attach visible notes to the radiators asking people to turn them back to the original setting before leaving. No-one seems to alter the heating in the toilets. **ACTION MANAGER/JAN**

The Manager’s full report is attached to the Minute Book.

- 8 SOCIAL CLUB REPORT** Little to report but the Club opens regularly. BF queried the air bricks. PS confirmed that they have just been repaired as they were damaged, not filled in. They were there for the balanced flue boiler that used to be in the cupboard area.

Several times recently SC found their rooms too cold and too slow to warm up. It is usual & necessary for it to be put on an hour before their sessions. It’s a mystery as to why & does not appear to be related to use of the main hall. BF believes that the 2 system boiler is not big enough for the Hall rooms. 2 separate boilers might improve matters but would be very expensive. It was decided that a thorough review of the CH system is needed to explore options to improve it. (Since this meeting SC complained again so both Chairmen will seek a meeting with Merrets to work out what is happening and what can be done.

ACTION CHAIRMEN/MANAGER

- 9 MANAGER’S HOLIDAYS** Unresolved. PS is entitled to 4 weeks pa but is reluctant to take holidays as there are regular matters requiring attention. A standby Manager could work but PS would have to train them up which would take considerable time. PS had already provided Trustees with a list of her duties/tasks; she was asked to re-send it. A set procedure to adopt would seem to be needed for holidays. Someone could take the phone, someone else could look at the emails. The real problem appears to be if there is an emergency, such as a water leak. The difficulty is that there are very few actual Committee Members, some of whom are Trustees. Regular Hall users are regarded as Committee Members, who could help raise problems & help make decisions, but, as hirers, they do not see that as a responsibility, and they can’t be forced to attend. This needs to be discussed at another meeting to work out a solution to vote on. BF thought that the SC could help with the hall, if needed, over the Xmas holidays. **ACTION TRUSTEES**

- 10 ANY OTHER BUSINESS** Chris Phillips asked whether the hall would be decorated for Christmas, as in the past, before covid. There are decorations stored somewhere. She admitted that there used to be a reasonable number of Committee Members but it is different now. There were several offers of help if the decorations could be found.

She mentioned that the Friendship Group is getting very popular and they could do with more tables, and, if possible a projector screen as speakers did not always bring one. With speakers costing at least £80 they now tried to get more “in house” entertainments so a screen would be very useful as using the wall does not work very well. There is one on top of the cupboard which could be used if it is still in good condition.

Julie Cull remarked on some curious marks on parts of the floor. Not damage as such, but slightly unsightly – a mystery.

- 11 DATE OF NEXT MEETING** Tuesday 22nd February 2022. Manager later confirmed.

Meeting closed approximately 8.30pm. Chairman, Secretary and JB adjourned to the SC to agree several details on the Social Club’s Occupational Licence.