

## MINUTES OF MAYFORD VILLAGE HALL TRUSTEES MEETING HELD ON TUESDAY 2<sup>nd</sup> OCTOBER 2018

**PRESENT:** Alec Ashley, John Myall, Paul Atkins, Susie Punch, Jo Fisher, Linda Hall, Joan Ashley, Paul Orrin, Alan Briggs

**APOLOGIES:** Fenella Leigh, Jean Cheeseman, Crista Rayner, Claudia O'Neill

### 1. MINUTES OF PREVIOUS MEETING – TUESDAY 4<sup>TH</sup> SEPTEMBER

Minutes had been circulated to all Trustees prior to the meeting and were accepted as a true record of the meeting.

### 2. ACTIONS UPDATE

- a) GDPR. Susie and Alec attended the GDPR Workshop organised by SCA which was very informative. Susie reported back, we need a Policy and a GDPR Statement on the website and booking form. John Myall agreed to assist Susie with a suitable Policy. UPDATE: John circulated a draft policy which was universally admired. **ACTON: Paul to give his annotated copy to Susie to complete. ONGOING**
- b) PRS. Alec has still not received the PRS Certificate. **ONGOING: Alec chased again**
- c) Pre-School are spreading their equipment across an increasing amount of kitchen cupboard space. Paul will speak to Karen. **CLOSED: Preschool will come in and sort during half term.**
- d) Thermostatic control over 2 areas to be discussed with GME next week. Paul met with Gary Ellis to review the options. From the inspection it was thought that the necessary work wouldn't be too intrusive or complex but that a couple of extra checks should usefully be made to confirm the pipe routes. Paul will do these and report back to Gary. **ONGOING: Job not straightforward, now on hold – possible use of 'Honeywell Evohome' considered, but an expensive option. CLOSED**
- e) Following the discussion around 18<sup>th</sup> and 21<sup>st</sup> Birthday parties at the last meeting. Paul had unearthed the minutes of the meeting in December 2016 where it was agreed to remove the ban on 18<sup>th</sup> and 21<sup>st</sup> parties when Eileen and Kevin were employed to ensure that late night hirers left the hall in a timely manner. It was agreed that the committee would review the policy at the next meeting. **ACTION: Discuss the policy regarding 18<sup>th</sup> & 21<sup>st</sup> Birthday Parties at the September meeting. SEE MATTERS ARISING**
- f) It was agreed that a review of Eileen and Virginia's Contracts of Employment was required to ensure that we are compliant with current legislation **ONGOING: Paul**
- g) Following on from the decision at the last meeting to 'fine' Mrs Etman £50.00 for additional cleaning and damage it appears that there had been a misunderstanding on both sides. After some further discussion it was agreed that a refund of £35.00 would be given. **Paul has written, no response. CLOSED**
- h) The cost of resurfacing the floor in the main hall was £2,500.00. It looks fabulous, but to maintain the surface the correct cleaning fluid needs to be used and it has also been recommended that we use a floor scrubber. The committee felt that this would be a major outlay which would need consideration and perhaps the hire of the machine before purchase. **ACTION: Alec to arrange demo of machine with Eileen during Half Term.**
- i) The right-hand side of the fence (Green Lane side) is now leaning in and requires attention. **ACTION: Linda to speak to Seamus for a quote**
- j) The garden contractors broke a window (flying stone from a strimmer), they have agreed to pay for the repair. **ACTION: Alec to chase response from Croydon Windows**
- k) The feet inserts on the new chairs need checking as a couple have been found lying on the floor of the store room. **ACTION: Alan to check when all the chairs are out – e.g. Cinema Club**
- l) Paul to remind Pre-School not drag furniture across the floor **CLOSED**
- m) A R. Rajan who has a booking on 24<sup>th</sup> November is concerned about paying the deposit as they don't have a chequebook. **CLOSED**

### 3. LETTING OFFICER'S REPORT

- a) Paul circulated October bookings
- b) Cheques/cash and copy invoices together with expenses handed to Alec. Alan expressed concern at the number of hirers who are paying by cash as they no longer have a cheque book. Some discussion followed regarding BACS payments but it was felt that this was not a solution.
- c) Virginia requires 5 x blank cheques.
- d) Alan highlighted that a Mr Chander has booked the hall from 5-7pm on 12/10/18 and on various further dates up until January 2019 – rehearsals for a dance show. Despite various messages being left on his mobile he had not responded or paid. Alan would try once more before going on holiday and then pass Mr Chander's mobile number to Paul to try to make contact.
- e) Virginia and Alan are away on holiday from 3-15<sup>th</sup> October – Linda to take charge of the keys and the mobile phone.

### 4. MATTERS ARISING

- a) A discussion took place regarding 18<sup>th</sup> and 21<sup>st</sup> Birthday parties and whether to once again 'ban' them. After some debate it was agreed that Paul would place a statement along the lines of: "We do not accept bookings for 18<sup>th</sup> or 21<sup>st</sup> Birthday parties. Such events that are misrepresented at the time of booking are liable to lose their full deposit". It was accepted that inevitably there would be some who slipped through the net, but with Eileen and Kevin in attendance at the end of the evening it may be possible to identify any miscreants. Any 18<sup>th</sup> or 21<sup>st</sup> Birthday parties already booked in would be honoured. **ACTION: Paul to update website and Virginia/Alan to implement new policy.**

### 5. SECRETARY'S REPORT

- a) Alan asked for a copy of the Angell Thompson report on the Village Hall Roof. **ACTION: Alec to email to Alan**
- b) 3-15<sup>th</sup> October, Virginia and Alan are away. Linda to cover keys and has the mobile phone.

### 6. TREASURER'S REPORT

- a) The current account balance is £5,492.92.  
Paid out:  
£70.00 to Surrey Pest Control for moles x 4  
£7.50 Safe Custody – Lloyds Bank  
£375.00 to Greenfingers for garden maintenance  
£179.71 to Affinity Water  
Virginia and Eileen Expenses  
£39.00 to British Gas (Bill currently £322.71 – Alec to up monthly payment)  
£156.94 Electricity Bill (from meter reading)  
£51.48 to BT  
£187.49 for Insurance  
£30.00 x 2 to Eileen for late nights  
£10.96 to Paul for Call Divert charges  
£25.00 Flowers for Jean

### 7. GRANT APPLICATIONS

- a) The Sunley Foundation Grant Application had not been successful

## 8. KITCHEN COMMITTEE

- a) The smoke/fire alarm had been triggered when an unnoticed sausage left in the oven had burnt!  
**ACTION: Susie to arrange for oven cleaning.**

## 9. MAINTENANCE COMMITTEE

- a) Where are the two new soap dispensers Eileen ordered? **ACTION: Alec to enquire.**
- b) The Cinema Club had reported a problem with the Main Hall lights. Josh Lewis has had a look and ordered new transformers for the 'B' set of lights.
- c) One of the lights on the 'C' set has also gone. Josh will fix this as well.
- d) Alan and Paul have noticed that the insulation in the loft is minimal (and nothing above the stage. **ACTION: Should be insulated, we may be able to get a grant, Alan to investigate.**
- e) There were reports that there may be a lead missing from the sound system. **ACTION: Paul A to check that the leads are all there and working.**
- f) The automatic thermostat is now calculating itself (not sure that's the correct technical term) so that the temperature in the hall is 20 C by 7.00am
- g) If anyone needs any sand there is an unclaimed bag at the side of the hall.
- h) The plastic sheeting needs breaking up and taking to the dump. **ACTION: Paul and Alan to consider during half term.**

## 10. ANY OTHER BUSINESS

- a) Paul O referred the Committee back to his request for a permanent Pre-School sign outside the hall. Pre-School was now full so they had decided to spend the money elsewhere. He also mentioned that Pre-School would not be doing anything regarding the trellis on the shed at the moment. The extra hours booked by Pre-School were working well. Paul O also asked who owned the field behind MVH – was advised that it was Woking Borough Council. Paul A thanked Pre-School for agreeing to move so that Bryan's Cheeseman's wake could be held in the hall.
- b) All on the Committee expressed their sympathy at the death of Bryan Cheeseman. His funeral was on the 18<sup>th</sup> October and the wake would be held in MVH afterwards, obviously this would be free of charge. Alec has also on the Trustee's behalf offered to pay for the sandwiches. This was agreed unanimously.
- c) Hirers on Sunday found 2 syringes in the car park, which was reported to Virginia.
- d) It was agreed that a MVH Christmas Party would be held this year. Two proposed dates. The 23<sup>rd</sup> November seemed a little early, so the 7<sup>th</sup> December was preferred. **ACTION: Virginia/Alan to check hall is free. Suzie to speak to Crista to confirm.**

## 11. NEXT MEETING

The next meeting will be on Tuesday 6<sup>th</sup> November 2018

The meeting closed at 9.08pm.

## Action Summary – 2<sup>nd</sup> October 2018

1. GDPR. Policy needs finalising for the website. **ACTION: Susie**
2. PRS. Alec has still not received the PRS Certificate. **ONGOING: Alec chased again**
3. It was agreed that a review of Eileen and Virginia's Contracts of Employment was required to ensure that we are compliant with current legislation **ONGOING: Paul**
4. The cost of resurfacing the floor in the main hall was £2,500.00. It looks fabulous, but to maintain the surface the correct cleaning fluid needs to be used and it has also been recommended that we use a floor scrubber. The committee felt that this would be a major outlay which would need consideration and perhaps the hire of the machine before purchase. **ACTION: Alec to arrange demo of machine with Eileen during Half Term**
5. The right-hand side of the fence (Green Lane side) is now leaning in and requires attention. **ACTION: Linda to speak to Seamus to arrange a quote?**
6. The garden contractors broke a window (flying stone from a strimmer), they have agreed to pay for the repair. **ACTION: Alec has spoken to Croydon windows who will come back with a quote to replace the unit.**
7. The garden contractors broke a window (flying stone from a strimmer), they have agreed to pay for the repair. **ACTION: ACTION: Alec to chase response from Croydon Windows**
8. The feet inserts on the new chairs need checking as a couple have been found lying on the floor of the store room. **ACTION: Alan to check when all the chairs are out – e.g. Cinema Club**
9. Paul would place a statement on the website along the lines of: "We do not accept bookings for 18<sup>th</sup> or 21<sup>st</sup> Birthday parties. Such events that are misrepresented at the time of booking are liable to lose their full deposit". Virginia/Alan to no longer take bookings for such parties, any bookings already made will be honoured. **ACTION: Paul to update website and Virginia/Alan to implement new policy.**
10. Alan asked for a copy of the Angell Thompson report on the Village Hall Roof. **ACTION: Alec to email to Alan**
11. Where are the two new soap dispensers Eileen ordered? **ACTION: Alec to enquire.**
12. Alan and Paul have noticed that the insulation in the loft is minimal (and nothing above the stage. **ACTION: Should be insulated, we may be able to get a grant, Alan to investigate.**
13. There were reports that there may be a lead missing from the sound system. **ACTION: Paul A to check that the leads are all there and working.**
14. The plastic sheeting needs breaking up and taking to the dump. **ACTION: Paul and Alan to consider during half term.**
15. It was agreed that a MVH Christmas Party would be held this year. Two proposed dates. The 23<sup>rd</sup> November seemed a little early, so the 7<sup>th</sup> December was preferred. **ACTION: Virginia/Alan to check hall is free. Suzie to speak to Crista to confirm.**