

## **Onibury Village Hall Committee Meeting**

Tuesday 16 April 2024

7pm

### **Minutes**

#### **1. Welcome from chair**

- Jan welcomed everyone to the meeting

#### **2. Attendance**

- Janet (Jan) Giles – Chair
- Lisa Owen – Treasurer
- Sara Pearce – Secretary
- Nastasha Miles
- Caroline Bywater
- Lydia Jones
- Maxine Rounds
- Adrian Wyatt – Onibury Parish Council

#### **3. Apologies**

- Andy Bevan
- Paul/ Harv Holmes
- Marion Jones – PCC

#### **4. Approval of minutes**

- Approved

#### **5. Treasurer's report**

- Year end:
  - Business (savings) [REDACTED]
  - Community account (current account): [REDACTED]
- As of meeting date:
  - Business (savings) [REDACTED]
  - Community account: [REDACTED]

#### **6. H&S and Building checks:**

##### ***a. Emergency lighting***

- Everyone agreed emergency lighting check needed to happen
- Following professional check, will put in place regular check

##### ***b. Gas checks***

- Jan will do the regular gas check for levels
- Order more at 30% full

**c. Fire exits**

- Jan will do fire exit checks regularly along with the gas and emergency lighting

**d. First aid kits**

- New first aid kits have been purchased and suitable for size of village hall
- Regular checks will be put in place

**e. Smoke detectors**

- Smoke detectors have been purchased and installed following advice from Ray Woodsford (former fireman)
- Jan will do monthly checks on the fire alarms
- Fire notice has been done and put up on the notice board
- Assembly point sign put up in the car park
- Fire risk assessment needs to be done – **ACTION** Sara

**f. Building checks**

- Checks to keep an eye on the building needs to be drawn up – **ACTION** Sara

**g. H&S policy**

- Produce a H&S policy – **ACTION** Sara

**h. Building check policy**

- Get together a document showing all building and safety checks – **ACTION** Sara
- Owners to be identified at next meeting

**7. Bookings**

**a. Rota for checking after bookings**

- **ACTION** Max checking hall after election

**8. Maintenance issues:**

**a. Leak**

- Need to cut a hole in the ceiling to find out what's going on in the damp roof area

**b. Builder**

- Eugene coming back – date TBC
- Asking Eugene whether he thinks building has asbestos or needs testing

**c. Maintenance day date**

- Weather been awful
- Jan proposed doing a day inside the village hall doing a stocktake of what's in the village hall cupboards
- Date agreed: Tuesday 23 April 6pm – 8pm

**d. Hand driers**

- Hand driers being obtained via Max

**e. Vermin**

- Sara meeting Ludlow Pest Control on Thursday 18 April

**f. Party decoration hook placement**

- Group agreed to put hooks and back plates up on the beams to let people easily put decorations up

**9. Local suppliers list and e-shot**

**a. Bar**

- **ACTION** Lisa going to put a list of mobile bars together (website, email, phone)

**b. Catering**

- **ACTION** Caroline putting together a list of caterers

**c. Bouncy castle/ kids activities**

- **ACTION** Natasha putting together a list of bouncy castles/ kids activities

**10. Fundraising**

- To be looked at after the policies and building maintenance issues have been dealt with

**11. A.O.B**

- None

**12. Date of next meeting**

Tuesday 14 May @ 7pm