

Onibury Village Hall Committee Meeting

Tuesday 14 May 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
- Mark Bollom – Onibury Parish Council
- Vicky Mantle – PCC

3. Apologies

- Andy Bevan
- Paul/ Harv Holmes
- Lydia Jones
- Maxine Rounds
- Marion Jones – PCC

4. Approval of minutes

- Approved

5. Treasurer's report

- As of meeting date:
 - Business (savings) £ [REDACTED]
 - Community account: £ [REDACTED]
- The unpaid invoice from last year has been written off

6. H&S and Building checks:

a. Emergency lighting

- Waiting for estimate from contractor

b. Fire risk assessment

- Written and circulated to committee
- Fire evacuation procedure written and put up in hall
- Gas and pipes checked as part of the Gas Safety

- Committee agreed they were happy with the fire risk assessment to be put in the folder in the hall and online

c. H&S policy

- Asbestos survey quote in from EMS, booking them as a contractor to do it for £375.00 excl. VAT but we already know we need more than that for checking the roof tiles
- Other quote was £625.00 excl. VAT Ledbury Surveys Ltd
- Agreed to proceed with a survey for asbestos
- Committee agreed they were happy for the H&S policy to put in the folder in the hall and online

d. Heat detector in kitchen

- Now fitted
- Will be checked monthly by chair with the smoke detectors and carbon monoxide detector

7. Bookings

a. Rota for checking after bookings

- 31/5/24 at 2.30 **ACTION** Jan meeting Peter Welch
- 26/5/24 **ACTION** Lisa checking before dance
- 1/6/24 **ACTION** Caroline checking after 1pm
- Rest of the rota will be done on What's App – **ACTION** Jan

8. Maintenance issues:

a. Builders

- We've had one written quote from Eugene Pitt £10,320 inc VAT
- Second quote requested from Ian Marston but he can't do it for 14 months
- Third quote requested from Christopher Mellings but they were too busy to come and quote

b. Maintenance day date

- Jan going to What's App people a date for maintenance day – **ACTION** Jan

c. Hand driers

- Two new hand driers have been donated
- Waiting for an estimate for the fitting (coming with the emergency lighting)

d. Vermin

- Ludlow Pest Control has been in to set bait traps

e. Party decoration hook placement

- Will need to wait until the asbestos survey has been completed

- Get the self-adhesive hooks **ACTION** Lisa

9. Local suppliers list and e-shot

a. Bar

- Lisa has sent some bars through

b. Catering

- Caroline has given a list of some local caterers

c. Bouncy castle/ kids activities

- Tasha provided a list

10. Fundraising

- The pub quiz raised £200 for the village hall
- 100 Club raffle draw - £20 per ticket £1000 for village hall, £1000 for prize, £40 licence needed from the council - **ACTION** Jan
- Grant funding package being put together:
 - **ACTION** Sara do grant development
 - **ACTION** Tash researching costs for reupholstering chairs and new curtains (stage and kitchen hatch)
 - **ACTION** Jan research new chair costs
 - **ACTION** Pat doing paint area estimate
- Raise the roof quiz special in October. Caroline is donating potatoes, Onibury Quiz Nights will do an extra special quiz night with chilli and potatoes in the village hall.

11. A.O.B

- Lisa has confirmed that records need to be kept for 6 years - committee agreed to get rid of the older records - **ACTION** Lisa
- Tash has offered to incinerate the old records - GDPR compliant disposal
- Charity Commission advice says that you don't need to have the accounts externally audited due to low income
- Committee agreed to ask Maxine Rounds to do a check of the accounts as Trustee and with finance background and then have the accounts presented to the committee annually
- Once the asbestos survey has been done, will get a quote from their sister company to remove
- Tables are being left blocking the fire exit on stage - **ACTION** Lisa to speak to Country Music Dance
- EICR awaiting estimate
- Vicky mentioned parking a bit chaotic on Tuesdays with chair yoga and yoga
- Vicky brought up that Rosemary had mentioned could we advertise the events in Ripples for less tech savvy to see - new line dancing is going to be tested over June and if successful we will organise to add to Ripples

- Tash discussed whether Village Hall could take on the phone box that is being decommissioned up the hill. Lisa and Jan suggested approaching Community Heartbeat Trust to see if they will take it on and get a defibrillator
- Inflatable Funday parking this Sunday. PTA has been asked to let committee know for future events as we're happy for them to use it but need to prevent clashes
- There have been some issues with the current cleaners. Jan has declared a declaration of interest as her daughter has a cleaning company for a reduced cost. Committee agreed to give notice to current company (previously we approached 5 companies and only 1 company could do it) in favour of Emily Giles. Emily has been given 2 hours for first clean to do cobwebbing, windowsills etc and then 1 hour a week from then on. Said to Emily for her to report back confirming if 1 hour is sufficient for main duties.

12. Date of next meeting

- Tuesday 18 June at 7pm in The Apple Tree