

Enstone Parish Hall Management Committee

Minutes.

Date: Monday 2nd Mar 2020

Place: Litchfield Room @ 7:00PM

Present: Karen Williams, Rachel Hunt, Susan Parris, Freda Seath, Martin Jukes, Andrew Lee, Sharon Hutchinson, Ronald Bridger

Item	Action
1. Apologies: Paul Johnson	
2. Minutes of last Meeting Agreed and signed previous minutes as a correct record.	
3. Matters Arising <u>New member information packs.</u> JV presented final version of new member information packs which were endorsed by all, JV to forward to RH for upload to PH Website. <u>Management Trustee Declaration forms.</u> JV to distributed and all trustees present signed form, MJ to hold originals. <u>Rules/Governance.</u> JV agreed to amend and distribute governance rules to all members for approval and adoption at the next meeting.	JV, RH JV

<p>4. Health and Safety</p> <p>No accidents to report.</p> <p>Risk Assessments was with AL, following RH input of information. AL and RH to review – still On-going.</p>	<p>AL, RH</p>
<p>5. Cleaning and Maintenance.</p> <p>Door hinge protectors – RB to procure “Parliament Door” hinge protectors as matter of urgency as H&S implications discussed and highlighted as an issue. If unable to procure then professional assistance to be sought in order to expedite this issue.</p> <p>The quote for electrical repairs (£365) was approved, RB to action.</p> <p>Drainage and groundworks – it was agreed that the drainage would be monitored before committing any further funds/work.</p> <p>RH mentioned that the external White Cladding outside the meeting room was discoloured and required pressure washing, RB to investigate.</p> <p>Shed Roof - RB to purchase Roof Felt and repair when weather conditions allow.</p> <p>Door Closer Batteries – RB explained that a number of the electronic door closers were using batteries at an alarming rate. Approval given for RB to source new closers.</p>	<p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p>

<p>6. Events Update</p> <p>Film Nights. “Judy” agreed as next Film Night Presentation on 4th April, tickets now available and MJ to obtain licence.</p> <p>Next film after that to be “1917”, MJ to look into licence availability.</p> <p>VE Day Celebrations. Planning meeting held with format and timings agreed. It was decided that the main food would now be Sheperd’s Pie, FS to liaise with Tony Warburton. The pudding option of Trifle would be mainly produced by EPHMC members, not the WI.</p> <p>Next planning meeting to be held in 3 weeks’ time with SP’s daughter in attendance to run through music requirements – to be held in PH at a time/date suitable for SP’s daughter (possibly aMonday Evening).</p> <p>Summer party – no requirement as VE Day main summer event</p>	<p>MJ</p> <p>MJ</p> <p>FS</p> <p>SP MJ</p>

<p>7. AOB</p> <p><u>Chair Cleaning.</u> Quote to be obtained from Neal Edmonds for Chair Cleaning. Ongoing.</p> <p><u>Garden Fence.</u> Toddler group has asked about feasibility of fitting a wooden fence around the garden area. BZ agreed to contact Ron Arthur to look at rough order of magnitude costs.</p> <p><u>Toddler Group Charging.</u> Toddler group wanting to reduce hire costs – after much discussion AL agreed to talk to Toddler Group Leader about way ahead for charging.</p> <p><u>EPHMC Members Hire Discount.</u> After some discussion it was decided that Committee members would pay the same rates as other users. It was emphasised that legitimate costs incurred for Hall Business could be claimed back as required.</p> <p><u>Stage School Summer Booking.</u> KW sated that the CN Stage School had requested use of the hall for a week at the end of July at the same cost as last year (£650). It was agreed that KW should go back with a cost of £750 and await response.</p> <p><u>Treasurer Position.</u> AL informed the meeting of BZ's decision to leave the committee as she was leaving the Village for family reasons. All agreed that she would be a very hard act to follow and will be sorely missed and a replacement Treasurer should be sought as a matter of urgency. JV agreed to meet with BZ in the near future to discuss the scope of the treasurers role and come up with a handover plan.</p>	<p>MJ</p> <p>RB</p> <p>AL</p> <p>ALL</p> <p>KW</p> <p>JV</p>
<p>11. Date of Next Meeting</p> <p>Monday 6thApril 2020 at 7.00pm.</p>	<p>ALL</p>

Balance Sheet

As of March 2020

05/04/2020
09:56:56

Assets			
Current Assets			
Cash on Hand			
Bank Account	£7,505.13		
Business Premium Account	£10,013.12		
Cash float	£60.00		
Debtors		£1,124.30	
Total Assets			£18,702.55
Liabilities			
Booking Deposits		£200.00	
Total Liabilities			£200.00
Net Assets			<u>£18,502.55</u>
Capital			
Profit Brought Forward		£33,460.42	
Current Earnings		<u>-£14,957.87</u>	
Total Capital			<u>£18,502.55</u>