

HURSLEY PARISH HALL MANAGEMENT COMMITTEE MEETING – 28th September 2016

Minutes

- 1 Attendees: Will Cameron, Christine Knowles, Kristin Tridimas, Cheryl and Amanda
- 2 Apologies received from Ella Dench and Roland Isherwood
- 3 Minutes from the previous meeting: AGM in May 2016 signed
- 4 Matters Arising from the previous minutes
 - a. Feedback from the kitchen refurbishment have been very positive
 - b. Question regarding rent review for Making Miracles – see later
 - c. Roof tiles and Maintenance – see later
 - d. Maintenance in other areas – see later
 - e. Utilisation of rental – to be collated by Cheryl and Will and put into the Notice Board
 - f. Floor Tiles – to be purchased and replaced
 - g. ID @ bank – all attendees forgot to do this but will visit Natwest to get mandate up to date
 - h. Recycling bin – Christine to order and organise a fortnightly collection
- 5 Roof Maintenance
 - a. Kristin will chase and get Tony Palmer to come along and do all works according to his quotation
- 6 General Maintenance in the Grounds
 - a. Moss – this is difficult to treat with children using the facility and using chemicals but the gardener will look at scraping it away
 - b. Pathway and outer areas need a general tidy up and trim the conifer and trim the hedge.
- 7 Water Bill
 - a. Christine to investigate the water consumption with Southern Water.
- 8 Notice Board
 - a. Eleanor Bell was given the key for Tony Smith and it seems to have gone missing as it has not been in the possession of Kristin for some time. As the Perspex is old and the details old and positioning not brilliant for the existing board consideration was given that the Parish Hall Committee would purchase 2 new notice boards which would be put on the wall near the entrance to the hall. The location would be out of the weather too. Cheryl to chase with Making Miracles who have a catalogue – one would be for the hall and the other for Making Miracles to use.
- 9 Ladies Cistern Flush Button
 - a. The toilets need to be refurbished and during this the cistern flush button will be replaced along with the MDF casing, new toilet seats and possibly new toilets too.
- 10 Hall Painting
 - a. Cheryl will approach the kitchen fitters who would be able to paint the main hall and other areas. It was decided that she would see if they could carry out the works when the Nursery is not so busy ie during the October half term if they are available. They will paint the main hall including the ceiling and steps will be taken to find a replacement acoustic panel, which has been damaged in the shed, and try to get this replaced when the painting is carried out and there is scaffolding in place. Cheryl

will chase the replacement acoustic panel. It was decided that some Perspex sheets will be put on the walls to provide places where the children could put up pictures with bluetac so that it does not damage the walls. This would also provide some protection for the newly painted wall.

- b. In addition the painters would sand the right angle on the skirting boards to make it a little more child friendly and repaint.

11 Heating on in the summer!

- a. The heating was turned off on 1st May and not put back on until 28th September in order to dry out the wet area in the Archie Heath Room (this was due to a wedding and the flowers and a water spillage). Sometimes the radiator is on in the room but this is due to an override on the water heating. Cheryl also pointed out that someone may have temporarily turned the heating on but not to her knowledge.
- b. Cheryl will check when the boiler service is due and organise this.

12 The minutes of the HPHMC meetings will be forwarded to Mr John Brooks for display on the Parish Council website.

13 Noise Levels

- a. Will reported that the Committee have received a complaint from a local resident concerning noise levels from the hall after midnight. A discussion was held where it was reiterated that we need to be mindful of those living near the hall and that they are not disturbed after midnight. It is a difficult situation with the hall being right in the centre of the village with residents very close by but it is a lovely facility in the heart of the village which needs its users to respect its convenient location and ensure that residents are not disturbed. Three steps were discussed:
 - i. It was decided that the Hirer of the Hall on this occasion would have a letter outlining the disappointment from the Committee that the rules of hire were not adhered to which led to a complaint of after hour's usage.
 - ii. An additional notice would be drafted and given to every hirer on collection of the key which says that they should ensure that all attendees of their event should leave the building and be considerate of residents, leave quietly with no rubbish, revving car engines etc. It would also outline that ALL music must be turned off by 11.45pm out of respect to the local residents.
 - iii. The complainant would also have a letter outlining the action taken both to the person and for future people hiring the hall.

14 Treasurers Report

- a. The kitchen has all been paid for and leaves a balance of £35.7k in the bank.
- b. There is a further £9.6k in the budget for the refurbishment of the other areas of the hall and all of this will be spent and possibly more.
- c. A long discussion was held on Making Miracles and the original agreement for hiring of the hall and their current usage.
 - i. It was decided that Will should contact a local company about current rates for business. The original agreement was for £60 per day over 10 months but their usage is higher now so will be increased accordingly and following Will's investigations may well see a slight increase in the daily rate.

- ii. It was also agreed that a small charge would be made to Making Miracles for the cleaning of the hall and for a “deep clean” session once every 6 months to maintain the cleanliness of the hall.

15 Will and Cheryl are to look into updating various policies:

- a. Financial Control
- b. Risk Management and Health & Safety
- c. Policy of complaints

16 The Committee will organise a Saturday morning blast to clear up around the hall and empty the shed of junk which needs to go to the dump.

17 Date and time of Next Meeting

- a. Wednesday 23rd November at 8pm in the Archie Heath Room
Future meetings will be every 3rd Wednesday every other month.