
HEWISH & PUXTON VILLAGE HALL

Committee of Management

Christine Richardson (Chair) Sue Popperwell (Vice Chair) Jane Woolmington David Hares Simon Baker Pauline Pearce Donald Hill

Secretary & Treasurer: Donald Hill

18 Mitford Slade Court, Mendip Road, Yatton, BS49 4JG

E-mail: clerk@puxtonparishcouncil.org.uk Landline: 01934 835578 Mobile: 07774 125578

Minutes of the Committee meeting held in the Hall on Wednesday 11th January 2017

Present: Christine Richardson (Chair), Sue Popperwell, Pauline Pearce, Jane Woolmington, Donald Hill

01/17 Apologies

None received

02/17 Minutes of the Meeting held on 29th November

Reviewed, agreed, and signed by the Chair.

03/17 Hall Repairs and updating

Fire Doors - All push bars and notices in place except for inner porch door which is in hand.

Vermin Control - 1st treatment done. **rear hedging to be back 6' away from the premises.**

Toilet Repairs - complete. Surrounding woodwork rotting due to leaks; to be repaired later.

Boiler Controls - An external timed press-button timed (1 hour) is to be fitted.

04/17 Hall Notices and Procedures

Electrical Certification - completed. Certificate awaited, plus an electrical inspection log book.

PAT Certification - completed. Certificate awaited.

Fire Equipment - re-positioning done. Inspection and certification due. Firemark require a bank reference, so **DH to chase once bank mandate completed.**

Fire Assembly Point - **post and notice to be purchased, and erected by builder - CR**

Fire "Alarm" - to be fixed by builder between kitchen door and hatch. **CR to purchase.**

Old PC Village Green Notice Board - to be erected in Porch when available and to contain safety notices.

Safety Notices and Inspections - Fire Equipment Use and checks; Escape Route access and checks; Medical Kit and Accident Book; Safety Log Book; Risk Assessments: items ready to print or purchase - **DH/CR**

05/17 Regular Maintenance

Septic Tank - Emptying to be arranged via Andersons - **DH**

Oil Tank - Owen Lee to be asked to check condition of tank at boiler service - around July.

Oil Tank Security - ensure effective lock is in place. **DH**

Oil Supply - Contract to be arranged with Tincknells - **DH**

Cleaning - being done by Cleaning the Community, of WsM @ £13 per hour inclusive.

Outside Ground Maintenance - (including the rear hedge at Minute 03/17 Vermin Control, above) - Local contact to be approached to do the needed work on a regular basis - **PP/SP**

06/17 Hirings

Booking Form and Hiring Conditions - available for use if needed. **DH to share with PP**

Liaison between Booking Secretary and Secretary/Treasurer - Booking Secretary will pay collected hire fees in to bank. Hire receipts will be passed to treasurer as basis if accounting analysis. **PP/DH**

Booking Information - laminated hiring poster to be placed in outside noticeboard and glass of noticeboard to be cleaned. **DH/CR/SP**

Regular Hire and cancellation procedures - full regular-user data to be obtained and new arrangements to be explained to users. **DH**

Regular Hirer's booking additional hires - to be via booking secretary on casual hire basis.

St Anne's Playgroup - (*Jane Woolmington, being intimately involved with the Playgroup, left the room for this item, to return afterwards. She decided to leave the meeting at this point*). An analysis of payments since 1995-96 together with an analysis of past and present payment issues is attached to form a part of these minutes. Assuming only 65% of booked time was actually used - with the balance being taken up with off site activities - the committee at the time computed a sum of £1547 in hire fees as due and unpaid at the year end 2012-13: they offered to write off £1047 of this sum, provided a settlement of £500 was paid before the end of the school year 2013-14. £480 of this sum was paid on August 1st 2014. An analysis of payments from 2013-14 to date, also providing for only a 65% take up of booked time, indicates an overdue amount due from St Anne's Playgroup to the Hall for hire fees of £2262.25. There was a lengthy discussion as to whether the Committee should consider another write-off of unpaid hire fees, but ultimately, it was decided that the amount due should be paid in full by the end of February 2017 or the hire booking will be cancelled and the Playgroup will be required to remove all their property from the premises. **A letter outlining and explaining this decision will be sent to the Playgroup by the Chair.**

07/17 Banking

Mandate completion confirmation awaited before Online Banking form can be completed.

08/17 Any Other Business

Advertising - Hall to be added to such sites as HallHire. Could an ad be placed in the St Anne's School Newsletter? **DH**

Website - hire rates to be updated. **DH**

Flat Roof - this was found to be leaking across its length after CR found a mini-flood in the storeroom last week. It has been patched for years and is now beyond patching repair, and consequently outside the insurance policy, being 'normal maintenance'. The damage is so bad that any repeat 'cheap fix' would threaten the ability of the Committee to continue hirings, so CR obtained quotes for laying a new flat roof of rubber EDPM bond. A quote of £4600 from A C Building Services was accepted by the meeting. The builder will be asked to proceed with the work. **CR**

09/17 Date of Next Meeting

To be arranged.