

DUNDRY VILLAGE HALL
STAFF MEETING MINUTES
THURSDAY 18.10.18

Attendees: Kevin Smith, Geoff Rennie, Holger Laux, Gilly Hearn, Jane Pellowe, Olivia Bowery.

Apologies: Becca Watts, Amanda Scott

<u>SUBJECT</u>	<u>ACTION BY/DATE?</u>
Kevin tried to call and email Ann Gleave, but was unable to make contact. Last minutes recap: Blinds: Ann and Jane to meet and discuss over the next few weeks. Agreed the last minutes – JP & HL	
Broadband: A proposal has been put forward for Truespeed to put a cabinet in village hall car park (there are 3 variations of this proposal) Discussion took place with regards to access and safety especially with Pre School children using carpark on weekdays. Rather than give them the gate code, someone from committee will be here to allow access or they will need to use kissing gate to gain entry on foot. Mention of bollards to protect cabinet from cars hitting it whilst parking. BT phone line: High phone bill has been renegotiated to include a lower line rental (of £66 per month) and unlimited free calls. 2 yr contract now in place. PC/VH/DPS to split line rental 3 ways. Wight Wireless Wifi Code: 254c2c516e OB to display a laminate of code on the notice board and behind bar for hall users to access. Broadband wifi will be for Preschool use (& VH committee access only).	OB KS

Sound System:

Richer sounds have met at the hall with KS to quote for a sound system – they have quoted approx £500 for connection to speakers, and a system with an amplifier etc. We also require a secure cabinet to store it (which will be an additional charge). KS will also enquire into a hearing loop for sound system to enable hearing aid users to use as well.

We also discussed looking into a price for a projector for the future.

OB

Piano:

JP has previously looked into replacing our piano, but following a discussion the committee agreed that the piano we have is not good enough to keep but also that we do not need to replace with a new one. OB to advertise free to collector.

GH/GR/OB

Recycling:

GH is looking for labels for recycling bins. Has purchased coloured bags but struggling to purchase labels. GR has access to Nisbets, so GH to liaise with him to purchase possibly? OB to also look into suppliers and let GH know.

JP informed committee that GH has been nominated for cleaner of the year with Pattersons. This is for taking the lead with our recycling drive and promoting the halls recycling policy.

KS

Fire panel & equipment:

New keys for panel have been cut. GH has one, Aydin has 1 and there is an additional 1 in the pump room. There is also a 4 digit code, which is on the right hand side of the panel box, that can be used instead of a key along with instructions on panel in the event of a false alarm.

There is some confusion as to who

GR

we call if there is a false alarm. KS will speak to Michael from Optimum to clarify and also to get an out of hrs call centre number to contact if required.

Also to clarify which zones are where within the hall.

JP has a very old copy of 'zones', but we need an up to date version to ensure we have accurate information.

Storage area in green room:

Tables are now being stored here, but it is tricky to access through 3 doors. Large tables to continue to be stored here, but smaller older tables to go under the stage. This will allow easier access. GR will alter the trolley to ensure tables do not slip off. Tables will live where they are for the meantime. OB enquired for further discussion in terms of where else they could go, i.e fire exit foyer (green room side) or in place of piano (when disposed of), or next to chairs in a secured area in main hall. The general consensus was to try the above plan of using space under stage as it would be the most accessible place to the WI who are the most regular users of smaller tables.

GR/OB

BW/OB

Other storage discussions:

On 9th & 10th November, DADS have planned to clear out loft and other items owned by them. There are also other items generally left that no one has taken ownership of. We discussed hiring a skip (OB has a possible contact) and having a 'tidy up day' where committee can have a sort out and clear any unwanted items. Older style trestle tables (currently out in hall) to be disposed of on clear up day as they are not particularly safe, very heavy and not easy to store. (Lesley Hurford has previously shown an interest in having these 2 tables).

Discussion also of parties/hirers not

taking rubbish, we will in future retain deposit or part of it if rubbish is left and we need to be stricter with this. 2 x helium bottles left from a party. OB to dispose of when at the tip and reclaim money if charged.

OB

Preschool shelving in green room was discussed in terms of safety. Both high level storage and unsafe shelving units. OB highlighted that a discussion was had yesterday during a visit from an assessor from The City of Bristol College who is also a health and safety officer, regarding the high level storage. She said that as long as items were not balanced precariously, that it would be fine. DVHC members agreed that as it had been addressed by such a person that would suffice. The bowed shelving however, does need to be addressed as the entire structures could be in question if a shelf collapsed as the units are not secured to the wall either. OB said that it had been discussed this week that DPS are hoping to purchase more substantial shelving, but it would be over time as time and money are factors. VHC have given a time limit for Preschool to fix & fit to wall or replace shelving to something more substantial as although others do not use the green room as such, they have access and as the hall is used by many, DVHC & DPS have a duty to ensure units such as this are safe. DVHC have also offered to lend money if required and given a deadline of completion of the above as Jan 6th 2019.

JP/GR

OB/KS

KS

Airport grant:

JP has applied for the diamond grant, to help with the cost of our floor refinish. Not yet heard anything back, but will chase. GR to find out how Barrow Gurney Village

NEXT MTG

GR/JP

Hall gained this grant and will feedback to JP.

Ad hoc Caretaker:

KS has asked his neighbour Pat if he is happy to take on this role and he would like £15 ph. Committee agreed that this was a fair rate. This brought us on to Yale lock discussion. Agreed that this type of lock is not necessarily ideal as people may get easily locked out. Discussion followed as to bolt/slide lock. OB to gain agreement from DPS, then purchase if agreed and liaise with KS to arrange fitting. Car park signage – no parking etc to be put up by Pat also. KS to arrange. Guttering also to be cleared.

OB

OB

BW

BW

Drapes – need to be washed before next use. Also they are not fire retardant and need to be treated. KS suggested drapes could be used with fairy lights. All agreed this would be great to have in place before Christmas. Geoff discussed a ‘pulley system’ being fitted to easily fit drapes and would probably not be a huge cost. We agreed to re-visit this discussion at next meeting.

KS/OB/GR

GDPR:

Laptop purchase for Village Hall use. HL offered to set up a second hand laptop if anyone had one that they no longer use. GR will ask his company if they could donate an old laptop as we are a registered charity this may be possible. JP to send charity number to GR.

Bank mandate:

OB to take into Lloyds on behalf of KS.

AOB:

- Disabled loo potty & preschool changing box etc to be stored in the classroom at weekends to allow full access

for disabled visitors and other users. • BW to send picture of diary of each months bookings to KS as well as to GH. This allows GH to clean around bookings and KS to know when in use. • BW to update GH with any cancellations. Floor quotes – JP asked if anyone could chase up. KS will liaise with companies to discuss further. Apparently Dundry Legion has recently had its floor resurfaced. OB to speak to Paul Densley for a potential contact. GR to e-mail details of floor spec/questions to ask to KS. GR to find a sample of flooring from the loft.	
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NEXT MEETING TO BE HELD AT THE DUNDRY INN ON THURSDAY 13TH DECEMBER 2018 AT 7:30PM

Please e-mail any agenda items to OB by 12.12.18