

Stanton in Peak
Village Hall Management Committee

13 March 2014

Present: Jonathan Reed, Charlie Watson, Hilary Campbell, Sue Reed, Lorna Francis, Robert Alan Haven.

Apologies: Roger Simpson

1. Email Pre-Meeting

1.1 Minutes Agreed

1.2 Treasurers Report – Current balance: £3947.45. School have now stopped using the hall. Contact school to return the hall key. ACTION: Jonathan

1.3 Minutes to be placed on village website. ACTION: Sue

1.4 Replacement tile for ceiling. Contact Kate. ACTION: Sue

1.5 Agreed to move ramp from gym to porch provided no access issues and for grab rails to be installed in toilets. ACTION: Sue

1.6 Fire Extinguishers to be moved into the hall and placed under window near storage room. ACTION: Sue

1.7 Insurance now with Parish Council at a cost of £171.07.

2. Cleaning

Jenny Shimwell has taken over the cleaning and is doing an excellent job. She is also testing the fire alarm each week.

2.1 Investigate the feasibility and cost of moving the fire alarm testing unit to the hall. ACTION: Jonathan.

2.2 Obtain the cost of the council providing and emptying the bin each week: ACTION: Charlie.

3. Gym

3.1 Draft a letter to all gym members outlining the issues that have been occurring in the gym and reminding them of the need to follow the Health and Safety code of using the gym. Offer to give demonstrations on how to use the equipment if needed. Circulate to committee. ACTION: Robert

3.2 Circulate a list of all gym members to the committee. ACTION: Robert

3.3 Gym members now to sign in with name, date and time. ACTION: Jonathan

3.4 Purchase a new money box for visitors using the gym. ACTION: Jonathan

4. Incidents at the Hall

It was agreed that incidents should be dealt with by the representative but if it was of an urgent nature it should be dealt with there and then informing the rest of the committee of the action taken or requesting assistance.

5. Forward Plan

Any ideas for improvements to the hall to be sent to Jonathan in the next 2 weeks. ACTION: All

6. Next Meeting

Next meeting: Tuesday 6 May. AGM followed by committee meeting.

Agenda items: Marketing