

Guilden Morden Village Hall Management Committee Meeting

20:00 – Mon 24th May 2021 (*Closed Meeting - Immediately following AGM*)

Minutes

No.	Item	Action
1	Present – Michael Chapman (Chair); David Fenner; Rachel Tanser; Allen Ridge-Reeves; Sally Davey; Lee Davis; Nick Buckland Apologies – None	
2	Approval of Minutes of Previous Meeting - 27/4/21	21/5:1 – Still to write up and distribute (RG)
3	Review of Open Actions - Carried forward to next meeting	
4	Review of AGM Proceedings - Happy with outcome of the AGM and agreed going forward that roles would be allocated at the committee meeting instead - Allocated roles as follows: <ul style="list-style-type: none"> ○ Chair – Mike ○ Treasurer - David ○ Secretary – Vacant but Lee would take minutes at next meeting ○ Booking Secretary/Website – Rachel ○ Caretaker – Allen ○ Maintenance Officer – Mike ○ Parish Council Representative – Nick ○ Other – Sally (cover for Booking Secretary) 	
5	Village Hall Re-opening - Review of Outstanding Open Actions – Legionella’s check still outstanding so showers/hot water not to be used - Latest Bookings / Update – Rachel talked the group through the current bookings	21/5:2 – Contact Mike Keech (AR)
6	Policy Review - Finance – We don’t appear to have a finance policy although do require 2 signatures on cheques and ideally get 3 quotes before purchasing any maintenance/ad hoc items; Michael has a Costco account so has purchased and been refunded for items via this route in the past; Agreed that purchases of less than £500 could be made with 1 quote plus approval of 1 other committee member - Constitution / Roles	21/5:3 – Draft policy (DF) 21/5:4 – Review if already something in place and if not draft (MC)
7	Finances - Any Further COVID Grant – Yes, got funding from Business Restart Grant - Zero Carbon Communities Grant – Not currently of interest as potential hall re-build would supersede	

	<ul style="list-style-type: none"> - Hall Hire Prices – Current prices still as per 2015 rates; Agreed to retain for 21/22 	
8	General Maintenance Issues <ul style="list-style-type: none"> - Store Room – Dan Hall to do repairs to ceiling and paint - Lighting – Gill George replacing remaining LEDs on Sunday; Time sensor lights installed in toilets (set to 40mins) - Redecoration of Hall? – Discussed appetite to reach out to Guilden school/community to help - New Curtains? – Sally volunteered to assist if needed 	21/5:5 – Quotes to redecorate hall (MC)
9	VH Structural Issues <ul style="list-style-type: none"> - Review of Position to Date – Neighbours leylandii hedge roots in drains/undermining LH wall of building - Next Steps – Ken Lock (Parish Council Chair) to setup steering group to review current state of VH and make recommendation of what to do - repair vs rebuild 	21/5:6 – Quotes needed for replacement drainage including concrete barriers to hedge roots (MC)
10	Status of Certificates <ul style="list-style-type: none"> - PAT Tests – Done; Certificate to be scanned in - Fire Extinguishers – Certificate to be scanned in - Electrical – Current certificate valid till 2024 as faulty switches were replaced - Other - Above form part of Maintenance Officers role 	
11	Administration <ul style="list-style-type: none"> - Central Storage of Original Documents – Agreed all formal docs should be stored in 1 central place e.g. Music Licence; Insurance Docs; Receipts - Google Drive – Have a Google Drive already but linked to the gmvillagehall@gmail.com account so need access to this to see/save docs - Website - Public facing docs should be published on website 	21/5:7 – Review and propose options (LD)
12	AOB <ul style="list-style-type: none"> - Blue Recycling Bin – 2nd one on the way - Note Garry Hares (Therapist) has to put his rubbish in black bin re: potential health risk/contamination - Electricity Supplier contract coming up for renewal - Do we need a Health & Safety Officer – Don't believe so; NB: Contactors are responsible for themselves whilst working on site - Step ladders – Agreed having a set would be of benefit to the hall 	21/5:8 – Circulate quotes for committee decision (DF) 21/5:9 – Purchase (MC)
13	Next Meeting - 19:30 – Tues 24 th August 2021	