

ARGLES MEMORIAL HALL CROSTHWAITE

COMMITTEE MEETING MINUTES TUESDAY 27th NOVEMBER 2018

7PM, ARGLES MEMORIAL HALL

1. PRESENT

JB, GP, MS, JW3, LG, MD, CH

2. Apologies KE, PW, MJ, GW, HB, MH

3. Minutes of last meeting

Approved

4. Progress on Action Points:

- Fire Door Retainers fitted
- New Boiler installed-
- Further Quote for Windows obtained from Martindale Windows & South Lakes Windows
- Jenny Waldrun (candidate for new Treasurer) invited to this meeting
- KE has presented new letting charges schedule, circulated for approval
- Boon Day was successful. Chris Smith was thanked for his help in disposing of the rubbish.
- It was felt that a further Boon Day be planned for the Wilson store.
- Wi-Fi no further progress, as there is little enthusiasm to proceed
- LIP Funding window now open, until January 11th 2019-KE has offered to formulate bid and will proceed with this, based on the quotes received.
- As the cost of part funding a full replacement would leave the Hall financial reserves in an unsustainable position, it was decided to bid only for the windows in the main Hall.
- Christmas Fair –action points have been addressed.

Noted

5. Health and Safety Report, submitted by KE, delivered by LG, circulated

It was noted that there have been many positive improvements to the Hall following the regular H&S inspections carried out by KE and LG. The door inhibitors have been a success, in that they are efficient and easy to operate. There is a small glitch, where a door may be closed if there is no fire, a small red light will come on, and a very feint alarm may sound. This is nothing to worry about, and will stop when the inhibitor is reset. All regular Hall users have had this demonstrated. In the event of a fire, a loud alarm will sound and all doors will close. It is for this reason that although it is desirable for all fire doors to be closed when the Hall is not in use, if they are not and a fire should occur, the doors will self -close.

The removal of the rubbish from the Boiler room has improved access and reduced fire risk. The restoration of the outdoor lighting has greatly reduced trip and fall hazards around the doors.

6. Proposed Schedule of Charges – Circulated prior to meeting and accepted.

7. Cleaning arrangements in light of Helen offering notice.

The post was widely advertised, however no suitable candidates expressed an interest.

Following on from this, the Committee discussed the role, and a new Job Description and an enhanced rate of pay were agreed.

Helen was offered the role on the revised terms, which she accepted. The Committee are pleased to welcome Helen back in her role, and hope that we can continue to work together in maintaining the hall to its current high standards.

8. Boiler replacement

This work has been carried out successfully and the new boiler is up and running. There is no timer fitted. It was noted by the Chairman that the radiator in the meeting room had been turned off, which in cold weather could lead to a burst pipe, Hall users are requested not to turn off individual radiators.

9. Final arrangements for Christmas Fair

MS detailed list of stall holders and confirmed arrangements

10. Panto

The staging is underway, rehearsals progressing well

11. Chairman's report- Circulated. Chairman noted his intention to retire at the next AGM

Vice chair, MS also gave notice of her intention to retire at the next AGM

Vacancies to be advertised

12. Treasurers report.

GP gave his report (circulated) stating that the Hall finances remain healthy.

After paying for the new boiler, there are sufficient reserves to offer to match fund the proposed bid for partial window replacement in the Hall.

GP had already announced his intention to retire at the end of this financial year, and the role of Treasurer is to be taken by Jenny Waldrun (present), with the full approval of the Committee.

11.A.O.B

12.DONM

4. Letting Charges Review, KE

5. Health and Safety Audit update, KE/LG

6. WiFi update, AD

BT can reconnect the landline and wifi to the hall without incurring installation costs.

For a one-off fee of £19.99, which is to pay for the Hub, BT offer an 18 month contract at a cost of £35.99 per month.

There would be a landline socket, and a number, however we don't need to plug a phone into it as the broadband needs to come in via a landline. We have the option to install a handset if we wish.

The broadband is fibre optic, and for that amount of rental we would receive 35-54 meg per month, which should be sufficient for the type of use we might need.

It can be connected within a couple of weeks of ordering.

8. Matters for Committee attention raised by organisations:

- Exchange: Request that disposable single use dishcloths (ie a supply of j cloths or 'Blue Roll') be provided, and cloth dishcloths be removed, as the current practise of using fabric cloths may lead to cross contamination of surfaces and the spread of germs.**

9. Prioritisation and funding of Boiler replacement, JB

10. Prioritisation and funding of Window Replacement, JB

11. LIP funding application- who and how to take forward, process opens in November but evidence of need, match funding and community involvement to be sought

12. AOB

13. DONM

5. A.O.B