

The Davis Hall, West Camel
Registered Charity Number - 1070729
Howell Hill, West Camel, Yeovil, Somerset BA22 7QX

MINUTES of the meeting held on Friday, 7 February 2019.

PRESENT: Lena Morgan (Chairman); Alison Stevens; Kim Bailey; Rob Gordon; Carol Mellish; John Saunders; Janet Strachan; Peter Agland; Sue Agland; Jean Cowan; Jenny Down.

APOLOGIES: Mary Gordon; Simon Mellish; Kate Kirkham; Peter Naylor.

Founder members not in attendance: Derek Street; Peter Moore; Bob MacLellan; Graham Wreford.

20:28 **MINUTES** of the previous meeting held on 6 December 2019 had been circulated. They were agreed to be an accurate record and signed accordingly.

20:29 TREASURER'S REPORT

Bank current account balance	£ 3,059.20
Base rate savings account balance	<u>£ 18,119.04</u>
Total funds	£21,178.24

An updated list of proposed works had been circulated with the minutes.

The hall insurance had been renewed with Ansvar, via Towergate, at a cost of £1,151.28. This is a 3 year deal.

20:30 BOOKINGS

There were still items not being included on the noticeboard, and cancellations not updated. This included the Railway Club event which had been cancelled due to the pantomime at the end of January, but some members had unfortunately turned up.

The question of a computerised booking system was raised. Kate had been delegated to investigate and look at comparisons, and KB agreed to follow up on progress. Item to be put on the agenda for the next meeting.

The Chinese New Year Tai Chi event had been organised as a charity fund raising event so was charged at the lower rate. All other workshops for Tai Chi (Zabeth) to be charged a full price.

Mary had circulated an update to the Hirers' Fire Instructions, which is to be circulated with the hiring agreements. Alison to check Kate had received a copy and this was now being done.

20:31 CARETAKING, MAINTENANCE AND REPAIRS

Care of the hall floor - The bi-annual clean/polish has been booked in for Friday, 14 and Saturday, 15 February. Alison agreed to email the Railway Club to ensure they are aware that the hall will be unavailable.

Foyer flooring - MG is to get in touch with Cullingford Carpet-Flooring as the flooring was not as originally ordered and the work was not of a very good standard.

The temporary cleaner had not been used and David has now stepped back into the role.

It is planned to add an additional plug socket in the cleaning cupboard/boiler room so that the defibrillator cabinet can be heated. This will ensure the defibrillator is available to all even during the winter months. Alison had contacted Rylan Electrics and Phil had agreed to come to the hall next Tuesday to assess what is needed and give us a price. An application is being made to the Community Benefit Fund (CBF), with an estimate of £150.

Water had been seen around one of the ladies toilets, at the far end of the room, and reported to Mary. This seems to be okay now but we will keep an eye on the situation.

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The hall floor cleaning company had suggested that grit from the car park is ruining the surface of the floor in the main hall. They have suggested that we 'door mat' the whole foyer to collect the dirt off shoes before they get to the main hall. 'Zigga Zagga' matting has been suggested, which can be viciously cleaned and is well tried and tested. Mary has agreed to measure the foyer and get a quotation.

Mary also mentioned in an email about resurfacing the car park to help cut down the quantity of grit being brought in. This would be a costly option. It will have to be done eventually and may need investigating further.

There appeared to have been no further deterioration to the footpath through the play area.

20:32 USER GROUP COMMENTS

Pantomime had gone really well but may not make any money.

There were no other user group comments.

20:33 ANY OTHER BUSINESS

The PPL/PRS music licence had been renewed at a cost of £521.84, which was a slight increase on last year.

Mary has compiled a list of the jobs she does, when they need to be done, and how long things take. Lena had a copy. The annual inventory has been done but the risk assessment is still outstanding.

PG Fire and Security will be attending the hall on 20 February 2020 for the 6 month review of the fire and alarm systems.

An issue with seating had been mentioned on the Fire Risk Assessment report, stating that 'temporary' seating should be 'fixed'. Also, that there appears to be two independent systems. We will wait to see what PG Fire and Security put in their report.

A notice needs to be displayed on the boiler room door that the cupboard contains hazardous materials.

The online course for the fire marshals still needs to be done. Each user group is to nominate someone to be a marshal and complete some online training. Lena would like to see this done before the next meeting. Alison will liaise with Mary regarding what is available.

Lena said a thank you for the gratuity she had received for cleaning the hall during David's absence.

There being no further business the meeting closed at 18:06.

DATE OF NEXT MEETING - 3 April 2020 - 5.30pm