

WHITMORE AND DISTRICT VILLAGE HALL
Registered Charity No 1023021
Minutes of committee meeting held on 3rd November 2022.

Present:-

Chairman) Mr P Keller. Mrs S Bradbury. Mrs P Cawthorn. Mr T Waye. Mrs B Tudor. Mrs A Pedley, Mrs B Deaville. Mr D Newton, Mr G Corbett.

Apologies- , Mr P Dixon

22.089 Minutes of Previous Meeting. The minutes of the meeting held on 13th October were approved and accepted

22.090 -Matters Arising.

NTR,

22-091-Parish Council Matters.

The incident of a camper van being reported on the car park for 4 days was reported to the Police. The vehicle has now moved on . Resolved with no need for future concern.

22-092- Communications..

Newcastle LAP has a small fund to help organisations such as ourselves. An application has been made for a grant to replace the two dilapidated work surfaces in the small kitchen. We await the outcome before the end of November. Mr Corbett and Mrs Tudor.

A letter of thanks from Dougie Mac Hospice for permitting the parking of a waste skip on the carpark to collect discarded Christmas trees has been received.

This will be January 13th to 16th. 2023.

22-093 Treasurers Report. The treasurer submitted the monthly report to the chairman, which was accepted. Our financial situation is satisfactory.

22-094-Health and Safety

The review of the applicable Fire Regulations was presented and the existing situation, precautions, etc . were found to be satisfactory. The following recommendations were made and approved; -

- 1.The hirers terms and conditions to include a maximum attendance figure of 140 standing and 120 seated with tables was agreed to be sensible and reasonable and well within the Fire Regulation maximums permitted.
- 2.The duty officer duties to be reviewed in line with current practices.
3. The storage areas in the main storage room to be reviewed to ensure there are no hazardous concerns. Ongoing action G. Corbett.
- 5 The provision of a Fire Blanket in the main kitchen. Action G Corbett.

continued overleaf:-

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There are no other noted concerns. All necessary Covid precautions are in place. The fire alarm tests are being actioned. All water taps and toilets are being flushed periodically for hygiene reasons.

The identification of a person or company to undertake Hall cleaning at very short notice is continuing. This will be necessary only if a hirer leaves the hall in an unacceptable condition and requiring immediate action before the next hirer takes over. Action G Corbett.

22-095-Repairs and Maintenance. Mr Dixon has ordered replacement locks for the faulty front door pair.

22-096-PR, Publicity and Web site.

Mrs Jones continues to update our website.

22-097-Capital and Main Improvements.

A further projector screen to be fitted in the main hall was approved. Action Mr Dixon and Mrs Tudor. WIP..

22-098- 100 Club November

1st No75 Mr J Inchley 2nd No 4 Mr D Cawthorn . 3rd No 76 Mr R Dalley.

22-099- Any Other Business.

All user groups are reminded that a continued duty of care still exists to their own groups and the other hall users, to keep our hall clean and safe to be in.

COVID has not gone away

The continued vacancy for a secretary is noted.

Date of next meeting.

This will be **Thursday 1st December 2022.** At the village hall at 7.30 pm.

The meeting closed at 8 30 pm.

Signed :-

Date :-