

Enstone Parish Hall Management Committee

Minutes.

Date: Monday 24th May 2021

Place: Litchfield Room @ 7:00PM

Present: Karen Williams, Paul Johnson, Rachel Hunt, Susan Parris, Ronald Bridger, Martin Juckes, Andy Lee, Sharon Hutchinson, Amanda Robinson, John Vincent

Item	Action
1. Apologies: Freda Seath.	
2. Minutes of last Meeting None – due to Covid restrictions.	
3. Matters Arising General discussion re how we get the hall back to full capacity.	
4. Health and Safety No accidents to report. The Fire Risk Assessments has been reviewed by RH, JV, RB and MJ – MJ in process of updating and will be reissued within next 7 days.	MJ

<p>5. Cleaning and Maintenance.</p> <p>RB highlighted a number of issues:</p> <p>Blinds – Chalford blinds nil response, RB to look in to other potential supplier.</p> <p>Keys. JV highlighted issue re retention of original keys, all to check keys and ensure that originals are not issued to hall users.</p> <p>Car Park signage, KW to produce sign re restricted use of car park to prevent cars being left on completion of events.</p> <p>Lighting – Some tube lights and bollard lights need replacing, RB to arrange.</p> <p>Drain Covers – the drain covers at the side of the building are damaged, the flange on which they sit is also damaged and needs repairing. Al agreed to scope the issue and report back.</p>	<p>RB</p> <p>All</p> <p>KW</p> <p>RB</p> <p>AL</p>
<p>6. Financial report</p> <p>AR gave a brief update on financial situation, Bank balances Current Account £709.04, Deposit Account £31, 021.</p> <p>All allowable grants have been applied for, update idc.</p> <p>Card Machines – it was agreed to purchase 2 Card reader machines for use at future events.</p> <p>Music Licence – AR agreed to look into updating Music Licence to ensure we are legally showing films etc. Post meeting note – AR has received all relevant documentation and is in process of setting up licence.</p> <p>End of year accounts – Accounts need to be independently assessed, FS to ask Dan Field to undertake this.</p>	<p>AR</p> <p>FS</p>
<p>7. Events Update</p> <p>Much discussion around planning an “escape from COVID” party in the summer. Date finally agreed as 11th Sept so as to be reasonably sure that COVID restrictions will not impact event. SH, FS to lead sub committee to plan event.</p>	<p>SH</p>

<p>8. Communications</p> <p>RH volunteered to provide updates for the Ensign stating that the hall was open and classes taking place.</p> <p>Parish Website Honorarium – PJ stated the Parish Council had decided to increase the monies paid to RH for her sterling work on the Parish Website, he suggested that the PH Committee provide £250 towards this, which was agreed.</p>	<p>RH</p>
<p>9. AOB</p> <p>Susan Parrish – Susan has decided to stand down from the Committee after many year’s service. AL thanked her for her hard work and support which was endorsed by all. Debbie Payne was muted as a possible replacement for Susan, AL agreed to ask if she would be interested.</p> <p>Fencing – KW asked about the possibility of erecting a fence at the rear of the hall, AL agreed to look into this and whether potential costs would outweigh the benefits.</p>	<p>AL</p>
<p>10. Date of Next Meeting</p> <p>TBA.</p>	