

Enstone Parish Hall Management Committee

Minutes

Date: Monday 6 November 2017

Place: Litchfield Room

Present: Andy Lee, Bridget Zan, Tom Rosewarne, Anthea Williams, Susan Parris, Paul Johnson

Item	Action
<p>1. Apologies</p> <p>Rachel Hunt, Freda Seath, Ron Bridger</p>	
<p>2. Minutes of last Meeting</p> <p>Agreed and signed</p>	
<p>3. Matters Arising</p> <p>CCTV</p> <p>CCTV is now installed and there is room for 3 more cameras if needed.</p> <p>Ron will put up a sign indicating that CCTV is being used.</p> <p>We need to clarify the regulations concerning registration and data protection. Anthea will put on agenda for next month.</p>	<p>RB</p> <p>AW</p>
<p>4. Caretaker's Report</p> <p>Received from Ron Bridger in his absence:</p> <p>I have (I think) fixed the broken door handle in the kitchen, and again replaced the batteries in one of the door closers in the store room. Bridget has obtained a CCTV sign, which is in my possession, to be fixed during the course of this week.</p> <p>I have cleared two bin loads of leaves from the car park, but as you will be aware, this is an on-going job at this time of year.</p> <p>Andy and I have established that the wooden flooring is well over an inch thick, so I will be screwing the plastic plates to the floor to enable the</p>	

<p>plungers on the door closers to locate properly, and hold the doors open when required.</p> <p>I have also cleared cobwebs and spidery stuff from around the entrance to the building, to make it look a bit tidier.</p> <p>Steve Willoughby has fitted a new bollard light, and I have his invoice for £160, which I will give to Bridget for payment.</p> <p>I'm afraid I omitted to set up the tables for the last Golden Stones meeting, which probably did not impress them. I have noted the date of their next meeting - it is the day I get back from a week in Barbados, and I land at Gatwick at 6.30am.</p> <p>I'll talk to Tom about making alternative arrangements for the tables etc to be set up, in case I don't get back to Enstone in time on the day.</p>	<p>RB TR</p>
<p>5. Cleaning and Maintenance</p> <p>The new cleaners seem to be doing a good job - the building looks and smells better.</p> <p>Ron will prepare a schedule for touching up walls. Sample paint is in store cupboard for matching.</p> <p>6.Hall heating update</p> <p>The latest report suggests that further bore holes are needed. The Parish Council will decide how many more are needed. A proposal to put 2 more in and the costs of £12,000 for 1, £17-18,00 for 2 were presented to the Parish Council. Andy has been asked to get another quote for the work.</p>	<p>RB</p> <p>AL</p>
<p>7. Financial Update</p> <p>Bridget had prepared the financial update which was circulated, as summarised below:</p> <p>INCOME: £11243 EXPENSES: £6876 Operating PROFIT: £4367 Plus OFGEM: £2372 = £6739</p>	
<p>8.Events Update</p> <p>Andy had emailed Freda about arranging a Social Event in the first quarter of the New Year. Andy and Rachel had attended a meeting with Community First where lots of ideas about possible events were discussed. The importance of collaborative working with local organisations was particularly stressed. Anthea will check previous minutes to find out what was agreed about cinema evenings.</p>	<p>FS</p> <p>All</p> <p>AW</p>
<p>9. Communications Report</p> <p>Received from Rachel Hunt in her absence:</p>	

<p>I have updated the website with the latest minutes, Ensign and 100 Club. I have included the Sewing classes run by Sue Hazell and changed the menu item from 'Fitness' to 'Activities'. The blog page has been revamped with an accordion style menu chooser in order to get more on the page and I have included Nikki Jackson's Yoga Focus.</p> <p>Unfortunately due to an erroneous calendar event on my phone I missed the deadline for this months Ensign but have ensured this won't happen again - I hope!</p> <p>I started looking at the forms for GDPR but then thought I should start with the policy first so that all contingencies are covered. Attached is a draft copy as a word doc and pdf, which we need to discuss. As I won't be there it could still be read through and amendments sent for me to change.</p> <p>Things like:</p> <ul style="list-style-type: none"> * Do we already have a Data Control Number? As a charity we need to be registered with the ICO - "Under the Data Protection Act individuals and organisations that process personal information need to register with the Information Commissioner's Office (ICO), unless they are exempt." * Do we have a complaints policy? * In the draft there should be a distinction between the charity Enstone Parish Hall and the committee. <p>NB Draft policy is attached.</p> <p>It was agreed that Rachel will circulate the draft of the revised booking form to be discussed as an agenda item next month.</p>	<p>RH</p>
<p>10. Hall Improvements</p> <p>The following suggestions were put forward:</p> <p>Cupboards in the kitchen</p> <p>Extra crockery</p> <p>Dishwasher</p> <p>Fencing for play area</p> <p>Cutlery</p> <p>It was agreed that Andy would write to Nikki Knott to consult her about what she would be like her outstanding donation funds to be spent on.</p>	<p>AL</p>
<p>11. AGM</p> <p>Date was set for Monday January 8 2018 at 7.00pm followed by the committee meeting</p> <p>Rachel will put a notices in the Ensign, website and on the notice board for</p>	<p>ALL</p> <p>RH</p>

<p>the AGM and advertise for more committee members.</p>	
<p>12. A.O.B</p> <p>It was agreed that Paul would order a notice board at a cost of £1,416. 00, including VAT.</p>	
<p>13. Date of next meeting</p> <p>Monday 4 December 2017</p> <p>Anthea gave her apologies. Andy agreed to write the minutes.</p>	<p>ALL</p> <p>AL</p>