

Enstone Parish Hall Management Committee

Minutes

Date: Monday 4th September 2017

Place: Litchfield Room

Present: Andy Lee, Bridget Zan, Tom Rosewarne, Rachel Hunt, Paul Johnson, Susan Parris,

Item	Action
1. Apologies Freda Seath, Ron Bridger Anthea Williams	
2. Minutes of last Meeting Agreed and signed	
3. Matters Arising Shed Solar shed light has been passed to Ron. Ron to install Security CCTV Andy has commissioned Broadsword Security to install CCTV This will be installed on the 3rd October 2017. Maintenance and Painting Andy sent a copy of the schedule to Ron [See attached]. Ron to confirm that the procedure outlined are undertaken by him. PAT testing due in March 2018? Ron to undertake testing when trained? It was agreed to carry out the 5-year electrical testing in Summer 2018. Still awaiting Ron Comments. Indoor Marquee Linings Andy and Tom still need to contact Lee at New Beaconsfield Hall, Shipton Under Wychwood to discuss their use of linings. Anthea will resend contact details. Still awaiting contact details from Anthea.	RB RB AL TR AW
4. Old Parish hall sign	

<p>The sign is now in the Parish Hall shed. Further discussion is needed to decide where to site it.</p> <p>5. Hall heating update</p> <p>The heating issue has move forward. AL contacted the One Planet Consultants Ltd who have advised that the system in flushed in the first instance. Parish Council have agreed to have the system flushed prior to considering the installation of an additional bore hole. This will take place on the 15th September 2017. It was also agreed to fit an independent electric meter for the heating system as the current meter is reading the whole hall electric usage. For the subsidies, the electric reading needs to be for the heating element only.</p> <p>6. Financial Update</p> <p>Report received from Bridget. Income from hiring the hall is doing well. However, this has dropped during the school summer holidays. The Income from hiring the Litchfield Room and Hall has been in the region of £1,000 per month covering out expenses. We still have not had confirmation that BT broadband contract will be cancelled and not runs until February 2019. BT's contact with the committee remains Susanne Hamilton.</p> <p>Bridget will talk to Susanne to see if Susanne has made any progress.</p>	<p>ALL</p> <p>AL</p> <p>BZ</p>
<p>7. Events update</p> <p>It was agreed that two future social events will be held as suggested by Freda. A wine tasting event in at the beginning of the New Year and a summer event like a pig roast. Andrew Lee to discuss with Freda a plan and programme for the coming events</p>	<p>AL</p>
<p>8. Web Site</p> <p>Changes to the data protection laws GDPR in May 2018 will have significant implications for the website. It was agreed to set up an action plan to address the GDPR issue before May 2018. It is understood that forms will need to be developed to ensure we are handling personal data that is collected by the PHC correctly and that we have the necessary agreements in place to comply with the GDPR. Rachel will report back at the next meeting.</p> <p>Rachel still needs to put photos from a recent colourful wedding on the blog. Tom has asked for the photos but has yet to receive them. Tom to chases.</p> <p>Rachel now puts a regular entry into the Ensign. It was agreed that the</p>	<p>RH</p> <p>PJ</p>

<p>content should be widened to include articles about regular users and quotes from them. These would alternate with the hall timetable information. The one going in this month will be a general one. More specific will developed for the next one in October.</p> <p>A logo has been developed by Rachel for letter headed paper and the web site. It was discussed and agreed to be used for the Web site and headed paper.</p> <p>It was agreed that Paul would get a firm quote for a free standing A1 notice board costing around £1,000.00. He will also check if planning permission is needed. This still need to be done and will be addressed at the next meeting.</p> <p>9. AOB</p> <p>Tom to meet with Parkers Cleaning to clarify the scope, service and cost. Tom to speak to Ron in the first instance.</p> <p>Anthea to but on the next meeting agenda cleaning.</p> <p>Ron to source a specialist cleaning company to quote to clean the floors in the foyer, corridors and toilets. Tom will try to clean the floors with his steam cleaner. Still awaiting comments from Ron.</p> <p>Ron will get quotes for replacing the light by the bins which has been knocked down. Still awaiting comments from Ron.</p> <p>Ron will replace key holders in key code cupboard outside. Still awaiting comments from Ron.</p> <p>Tom will resend feedback from users to be discussed and followed up at next meeting. One item already requested was a fenced area outside for use by the Toddler Group.</p> <p>Andy, Rachel and Anthea will attend the Local Area Meeting for Hall Committees on Tuesday 17 October in North Leigh Memorial Hall at 7.15pm. Anthea will confirm attendance.</p> <p>Booking clerk</p> <p>Tom Rosewarne will be on hoiliday from the 11 September Bridget will cover the booking of the Hall.</p>	<p>RH</p> <p>PJ</p> <p>TR</p> <p>AW</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>AW</p> <p>BZ</p>
<p>10. Date of next Meeting</p> <p>Monday 2nd October 2017 at 7.00pm</p>	<p>All</p>