

**Minutes of Committee Meeting held at Over Haddon Village Hall
on Monday 11th January 2016.**

ACTIONS

Present: (signed list attached)

Helen Head (Chair), Pat Thurlby (Vice Chair), Keith Renshaw (Treasurer), Dick Foxon (Secretary), Shirley Swaap, Roger Truscott, Jen Foxon, Marian Ambler, Trish Renshaw.

Apologies from:

Christine Chresta, Jill Beckett, Martin Chresta, Steve Miller.

Declarations of Interest

Dick Foxon re: hire of hall by Friends of Lathkil Dale (reg.charity).

Minutes of meeting dated:

9/11/2015--Management Committee

The above minutes were agreed as an accurate record and signed by the Chair.

Proposed by Trish Renshaw and seconded by Shirley Swaap.

Matters Arising from Minutes of meeting dated:

9/11/2015--Management Committee Meeting.

1. RAD--Hallmark 3: Still waiting for RAD to confirm available assessors. Members agreed to treat this matter as "ongoing". ¹
2. Members noted that a step adjacent to the lift shaft needed attention. Steve Miller had agreed to action the necessary repair. Ongoing. ²
3. The handrail in the foyer has been installed. Thanks were expressed to Mark Ambler for his work. Members were advised that Mark would be applying a further coat of oil in due course.
4. Noted that Terry Lifts Group invoice for last service still outstanding. ³
5. Noted that spring and latch adjustment to Play Area gate has been completed.

1. DF

2. SM

3. DF

Treasurers Report

- The Treasurer presented his report for the period 7/11/2015 to 8/1/2016 (signed copy filed with these minutes). Acceptance proposed by Roger Truscott and seconded by Jen Foxon.
- The balances at NatWest as at 8/1/2016 were: a) current a/c £1,049.12 & b) savings a/c £9,698.18.
- The following invoices were noted as paid:
 - PRS/PPL re: Annual Licence fee
 - Churchwood Design re: handrails

It was again noted that the Terry Lift Group invoice for 2015 service had still not been received-despite DF having phoned them. A recent service call/repair had been necessary so a further invoice is expected. ⁴

4. DF

Fire Safety Checks Report

Jen Foxon advised that these were up to date.

After discussion with a Terry Lift Group engineer the lift will be operated on a weekly basis.

Play Area Maintenance Report

Jen Foxon advised that these were up to date.

5. DF

Policy Reviews Procedure

Next review first meeting after AGM 2016.

- a. **Policy Review Procedure**
- b. **Finance Policy**
- c. **Equal Opportunities Policy.**
- d. **Environmental Policy.**
- e. **Premises Age Verification Policy.**
- f. **Vulnerable Persons Policy.**
- g. **Hiring Policy**
- h. **Health & Safety Policy.**
- i. **Fire Risk Assessment Policy.**

Health and Safety Review

Outstanding issues for attention:

Further slabs plus a step around the lift shaft needs attention. **See Action note 2 above**

Kerbs to car park to be painted. **See Action note 6 below**

Edge of steps by lift shaft to be painted. **DITTO**

ACTIONS

6. DF

7. SM

8. DF/JF/RT/TR

9. HH

10. DF

11. DF

12. ALL

Maintenance Checks/Programme

Paint exterior doors with water-based white paint and mark step edges plus car park kerb with visible/luminous paint. Secretary had approached Bob Foreman and would chase. ONGOING ⁶

Annual maintenance of heating system has been completed. Invoice awaited.

Greywater filter to be inspected. ONGOING ⁷

Noted that the cooker tripped on Harvest Supper Night but was now OK. To be mentioned at time of Electrical Installation check.

The secretary suggested that the workload for controlling and completing these checks be spread among members. Roger Truscott and Trish Renshaw offered to help. ⁸

Inventory: Annual check

Next due--- January 2017

Jen Foxon advised that the annual inventory had been completed.

It was noted that 4 "crisp/nut" bowls and a large saucepan lid were missing, in addition to the wine glasses advised at the last meeting.

It was agreed that any missing glasses and bowls should be replaced. ⁹

Correspondence and e-mails (not already referred to elsewhere in these minutes):**SENT OUT:**

PRS/PPL---Review form. Noted.

2/12/2015---OHPC-email re: road sign. Noted. See discussion under Reports: Land Project sub

RECEIVED:

20/11/2015---Central England Coop re: grant cheque presentation. Noted attendance not required.

26/11/2015---Google re: OHVHMC entry amendment. Noted

26/11/2015---Haggs-SMP receipt for £41,467.14. Handed to treasurer.

27/11/2015---PDNPA---Planning Customer Advisor. Noted. See discussion under Reports: Land Project sub

1/12/2015---Doug Lang, Aviva Risk Consultant. Noted. See discussion under Reports: Land Project sub

3/12/2015---E-On: Annual Declaration of Generator info. Noted as completed.

8/12/2015---Central England Coop re: Grant Chq £2,000. Noted as received and acknowledged.

11/12/2015---E-On: FIT payment: updated spreadsheet handed to members

17/12/2015---Fastsigns: quote. Noted but not accepted.

22/12/2015---Judson Signs: quote. Noted and accepted. Secretary to contact for proofs. ¹⁰

22/12/2015---T P Forde: University of Derby. Noted and agreed to pursue. Secretary to contact. ¹¹

CALENDAR OF EVENTS FOR ORGANISATION:

- Saturday 23/1/2016---Bakewell Silver Band. ¹²

Tickets £6 per head. Advertising being completed. Raffle prizes requested.

Door: DF. Bar: MA (if available), various others members offered to help.

Stage: DF plus anor.

DF to contact Ian Wildgoose to confirm timings and details.

- **DEBRIEFS**

- Saturday 5/12/2015---Pat's Big Quiz

Thanks went to Pat Thurlby for his quiz.

The event was a success with £150 taken on the door; £142.50 over the bar and £64 against the "Guess the Celebrity" card. After selling the remaining 34 slots on the card the £50 prize was won by Mr C Spear.

REPORTS

- **Land project sub-committee**

Quotes for signs received. Secretary to keep members informed. See Action 10 above.

A discussion was had, taking into account:

- The practicality of erection of gates to the hall drive.
- The requirement from the PDNPA that any gates erected should open inward and not outward towards School Lane.
- Advice from our insurers, Allied Westminster Ltd, that our public liability insurance would cover any incidents involving the village hall drive.

- The need to keep any gates locked to achieve a 24/7 barrier.
- Inconvenience to hirers.
- Advice from Doug Lang, Risk Consultant, UKGI appointed by our insurers, Allied Westminster
- Comments received from Sandra Harrop, Planning Customer Advisor, PDNPA.

It was proposed by Trish Renshaw and seconded by Jen Foxon that:

OHVHMC should not erect a gate on the village hall driveway.

This was carried by 7 votes for with 1 vote against (Pat Thurlby) with 1 abstention (Dick Foxon).

A further discussion was held with regard to signage to highlight the need for care when approaching and leaving the village hall via its driveway taking into account:

- Derbyshire County Council had agreed to provide an appropriate road sign to be situated in the banking close to the lift well/steps.
- OH Parish Council had agreed to support OHVHMC in a request for a warning road sign.
- Installation of free standing warning signs at either side of the driveway to bring awareness to anyone exiting onto School Lane.

It was then proposed by Roger Truscott and seconded by Jen Foxon that:

OHVHMC should enable the signage discussed to be erected.

This was carried unanimously.

The secretary was instructed to carry forward the above decisions and report back. ¹³

- **Social sub-committee**

Meeting to be arranged to set 2016 calendar. ¹⁴

- **Well Dressing sub-committee**

Letters of acknowledgment had been received from Village Aid & Sheffield Children's Hospital.

- **Village Show sub-committee**

No report

- **Hallmark sub-committee**

Awaiting RAD notification re: Hallmark 3. It was agreed that a "village survey" be produced, agreed & actioned. ONGOING ¹⁵

- **St. Anne's representative**

The Carol service & Christmas service were well attended.

- **Indoor Bowls**

New members welcome.

- **Parish Council**

Parish council was now up to full membership with the cooption of Zena Hawley as the 5th councillor.

The new clerk is CILCA accredited and council meeting minutes are now appearing on the notice board in Main Street within a few days of the parish council meeting being held.

OHPC thanked OHVHMC for the contributions to the cost of installing a defibrillator both from the Well Dressing sub-committee and the Bonfire night collection.

- **Friends of St. Anne's**

AGM to be arranged.

- **Film Club**

Next film Sunday 17 January is "Selma".

- **Book Club**

Ongoing with good attendances.

- **Over 60's Club**

Thanks were given to OHVHMC for covering the cost of the Xmas Buffet lunch. The overall cost being mitigated by raffle proceeds.

- **Table Tennis Club**

No report

13. DF

14. Social sub

15. All to consider material for content

ACTIONS

Bookings

Spreadsheet issued to members. NOTED

The secretary advised that the booking request from Matthew Reynolds for a belated, low key “wedding celebration” on 3/4 September 2016 came as a result of his parents being resident in Hathersage and his father attending the Photo Club at the village hall.

Members agreed the request to sell alcohol by High Peak Hunt, the usual conditions having been fulfilled.

Members agreed hire of the hall to Wendy Lees to allow her to raise funds towards her entry into the London Marathon. Her chosen charity is Arthritis Care.

Members noted that Babbling Vagabonds had requested use of the hall to rehearse their Xmas 2016 production. It was agreed that this should be discussed with them further bearing in mind that they still “owed” OHVHMC an event following previous use of the hall for rehearsals. ¹⁶

16. DF

Any other business

Member were advised that Zena Hawley had expressed an interest in joining OHVHMC.

This was welcomed and it was suggested that she might be considered as OHPC representative.

Members acknowledged that this was a decision for OHPC. However, Roger Truscott, who currently represents both OHPC & St Anne’s, was in favour of the idea. Secretary/Roger Truscott to pursue. ¹⁷

17. RT/DF

Jen Foxon suggested, following the poor turnout in 2015, that the Easter Egg Hunt should be highlighted in The Voice newsletter to encourage more support. Members also to make an effort to talk to parents/children about continuation of this annual event. ¹⁸

18. JF/ALL

The chair thanked members for their attendance and input.

The meeting closed at 9.40pm approx

Next meeting agreed as MONDAY 15TH FEBRUARY 2016.

- N.B. Would you like any subjects to be included on the agenda for the next meeting?
- If so, please e-mail or let Dick Foxon know preferably 10 days before, if possible.

C/c:

Christine Chresta

Marion Ambler

Dick Foxon

Jen Foxon

Keith Renshaw

Trish Renshaw

Helen Head

Steve Miller

Martin Chresta

Roger Truscott

Shirley Swaap

Jill Beckett

Patrick Thurlby