

**Minutes of Committee Meeting held at Over Haddon Village Hall
on Monday 16th January 2017.**

ACTIONS

Present: (signed list attached)

Pat Thurlby (Vice Chair), Keith Renshaw (Treasurer), Dick Foxon (Secretary), Jen Foxon, Trish Renshaw, Zena Hawley, Martin Chresta, Jill Beckett, Roger Truscott.

Apologies from:

Helen Head (Chair), Shirley Swaap, Christine Chresta, Marian Ambler.

Patrick Thurlby acted as chair of the meeting in the absence of Helen Head.

Declarations of Interest

None

Minutes of meeting dated:

21/11/2016---Management Committee

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

Proposed by Jen Foxon and seconded by Jill Beckett.

Matters Arising from Minutes of meeting dated:

21/11/2016--Management Committee Meeting.

1. RAD--Hallmark 3: Still waiting for RAD to confirm available assessors. Members acknowledged that due to changes at RAD a fee may be involved. Members agreed to continue to treat this matter as "ongoing". ¹
2. Martin Chresta advised that he had contacted 5 companies for suggestions & costings of installing a gate/barrier at hall entrance. He would provide information for consideration by members at the next meeting. ²
3. Helen Head was still waiting for information from her Fire Safety contact. Carried fwd. ³
4. Jill Beckett to advise re: border plant replacement costs. Carried fwd. ⁴
5. The secretary advised that he had spoken to Jeff Sheldon re: loose/missing roof tiles & securing the loose stones on play area boundary wall. ⁵
6. The secretary confirmed that he had attended the RAD marketing seminar. It was agreed that a sub-committee discuss the options & report to members. It was agreed that this sub should be made up of the Hallmark sub plus Zena Hawley. Secretary to arrange a date to meet. ⁶
7. The secretary confirmed that he would purchase a megaphone prior next Bonfire Night. ⁷
8. Members were advised that an offer of a donation had been received but no funds to cover the cost of 5 replacement table cloths. It was agreed that the new table cloths be purchased & a request sent for a contribution to the total cost. ⁸

1. DF

2. MC

3. HH

4. JB

5. DF

6. DF

7. DF

8. DF

Treasurers Report

- The Treasurer presented his report for the period 16/11/2016 to 12/1/2017 (signed copy filed with these minutes). Acceptance proposed by Roger Truscott and seconded by Zena Hawley.
- The balances at NatWest as at 12/1/2017 were: a) current a/c £2519.91 & b) savings a/c £10903.53
- The following invoices agreed for payment:
 - **Bakewell & Eyam Community Transport--£16**

Fire Safety Checks Report

Roger Truscott, Jen Foxon & Trish Renshaw confirmed these were up to date.

Play Area Maintenance Checks Report

Roger Truscott, Jen Foxon & Trish Renshaw advised that these were up to date.

Policy Reviews Procedure

Next review first meeting after AGM 2017.

- 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.**
- j. **Bonfire & Fireworks Event Risk Assessment.**

ACTIONS

9. DF

10. MC

11. DF/MA

12. All Members

13. DF

14. MA

15. DF

Health and Safety Review

The secretary advised that courtesy lights to be fitted to illuminate the driveway and lift steps had been researched and would cost up to £40 each. Members confirmed these be purchased & fitted. ⁹

The secretary advised members of the tariffs being offered by St John's Ambulance/Red Cross. It was agreed that 2/3 members of this committee become "First Aider" certified & that Martin Chresta make further enquiries. ¹⁰

Annual Risk Assessment overdue. ¹¹

Maintenance Checks/Programme

The secretary advised that Kevin Pendleton would now commence decorating w/c 6/2/2017. It was confirmed that all hirers had been notified. All Members discussed & put on notice to take part in working parties for Sunday 5/2/2017 to take down curtains, pictures, screen etc; then to reinstate these on Sunday 12/2. ¹²

Members asked the secretary to enquire with Kevin about the use of a tower to help. ¹³

Checks due: Munster Joinery; Playground Inspection; Lift Service; Heating.

Inventory: Annual check

Jen Foxon advised that the inventory had been completed .

Next due--- January 2018

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

SENT OUT:

None

RECEIVED:

25/11/2016---Garfield Weston Charity Awards 2017. Noted as not applicable to OHVHMC

25/11/2016---PRS/PPL—Annual Tariff. Noted as paid

25/11/2016---E-ON—Notice of direct debit payment. Noted

30/11/2016---E-ON—Confirmation of change to direct debit payment. Noted

30/11/2016---BECT—Payment request. Noted as paid

11/12/2016---E-ON—Feed-In Tariff Payment. **Spreadsheet handed to members**

13/12/2016---RAD re: Insurance Premium Tax survey & New code of governance. **E-mailed to members 13/12/2016.** Noted

19/12/2016---Babbling Vagabonds Project—suggested format. Carried forward. ¹⁴

22/12/2016---E-ON---Electricity bill. **Spreadsheet handed to members.**

3/1/2017---Yorkshire Bank re: E-ON direct debit. Noted

CORRESPONDENCE & E-MAIL cont'd

9/1/2017---Severn Trent reorganization. Noted

11/1/2017---Penny Aitken re: Questionnaire/PDNPA. Agreed to invite OHPC/PDNPA rep to next meeting. ¹⁵

CALENDAR OF EVENTS FOR ORGANISATION:

- Babbling Vagabonds Project—still in discussion.
- Cheese & Wine tasting-spring 2017

DEBRIEFS

- Saturday 3/12/2016—Pat's Big Xmas Quiz

An excellent evening that saw 44 quizzers in 12 teams compete. Thanks go to Pat Thurlby for the quiz & his assistant, Ruby Beard, for collecting sheets & keeping scores.

REPORTS

ACTIONS

- **Social sub-committee**
Meeting to be arranged.
- **Well Dressing sub-committee**
A letter of thanks had been received from Andrew Davies' mother for donation.
- **Village Show sub-committee**
No report
- **Hallmark sub-committee**
Awaiting further advice from RAD re: Hallmark 3
- **St. Anne's representative**
The church has problems with its heating system and will need to fund raise.
- **Indoor Bowls**
Off to a slow start on Monday each week from 7.30pm.
- **Parish Council**
An open meeting was held on 30/11/2016 at 7.30pm in the village hall for a preliminary exchange of views on the setting up of a village/parish consultation. The consensus reached was that an independent facilitator should be engaged and this has been taken on board by OHPC. It was agreed that OHVHMC & OHPC wanted this consultation to be inclusive with all interested parties involved. See also Action 14 above.
- **Friends of St. Anne's**
No report
- **Film Club**
Ongoing
- **Book Club**
Continues
- **Over 60's Club**
Ongoing.
- **Table Tennis Club**
No report
- **Bookings**
 - Spreadsheet issued to members. NOTED
 - A request from William Legon on behalf of Sheffield University to book the hall as a staging point for a charity report was agreed. Secretary to re-emphasise to the hirers that walking boots cannot be allowed on the hall premises, the Security Deposit will be £200 & the hire fee would be at resident's rate (in support of this fund raising event). ¹⁶
 - Members agreed Sale of Alcohol application from the High Peak Hunt & authorized the secretary to sign the application on behalf of OHVHMC.
- **Any other business**
Jen Foxon suggested that a "spring clean" could take place at the same time as preparing the hall for painting on Sunday 5/2. This was agreed. ¹⁷

16. DF

17. All Members

The chair thanked members for their attendance and input.

The meeting closed at 9.45pm approx

Next meeting will be MONDAY 20 FEBRUARY 2017.

- **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
Keith Renshaw
Martin Chresta
Patrick Thurlby

Marion Ambler
Trish Renshaw
Roger Truscott
Zena Hawley

Dick Foxon
Helen Head
Shirley Swaap

Jen Foxon
Steve Miller
Jill Beckett