

Minutes of the MHT committee meeting held on Thursday 12th October 2023.

Present:- Bill Egerton, Yvonne Emery, Maureen Morris, Shirley Davies, Sheena Dearness, Sue Wintle, Sue Cottam.

Apologies:- Sue Davis, Anthea Heathershaw, Maureen Cribb.

1. **Minutes** of Committee meeting July 19th 2023. The Minutes were approved.
2. **Matters arising** (1) CHAIRS. Anthea looked at replacement of chairs & provided images & pricing. Discussion followed re. the best way forward e.g. buying cushions to make present chairs more comfortable or purchasing new ones throughout. No decision made as some thought best to purchase new for comfort & aesthetics but others favoured cheaper option of cushions, so still being considered. (2) WiFi, SueC looked at 3 local halls. They either had a telephone landline which included WiFi access, paid for their own contract provider or piggy backed onto a nearby line with the owner's permission. The first two are expensive. The option of asking a friendly, supportive neighbour if they could share their internet access could be looked into?
3. **Charity Commission Returns**. Bill and Sheena met to discuss information & paperwork necessary to update details needed. They will be the Barclay bank signatories. If other trustees wish to be a signatory, they can. The list of present Trustees & other necessary information will be forwarded to the CC by Sheena.
4. **MH Building Survey**. Everybody appreciated the thoroughness & clarity of the survey done by Christmas & Brugge. Bill will thank Dave, Colin & Jeff for their assistance with the survey & will pass them a copy of the report. A copy will also be placed on the SP website & in the MH.
It was felt by some that the prices suggested for the work to be done might be higher in reality. (N.B. They excluded contingencies, professional fees & VAT)
People agreed that it was better to get the work done before waiting to see what the lease extension changes might be in the near future.

Bill worked through the **Survey Chart** (Pages 18 & 19) of recommended repairs, prioritising Year One.....

Chart Ref 7. & 10. Replacing rotten floor timber & treating woodworm plus repairing timber rot in the porch were both designated as "In poor condition. In need of major repairs or replacement." (£5500) N.B. 95% of this original floor is in good condition. It is mostly the area adjoining the walls which would be replaced and treated.

Other repairs which were designated as, "Not urgent but repairs needed to preserve the building condition." and in "Fair condition. Needing some maintenance to avoid further deterioration," were :-

Chart Ref. 2. Chimney ventilation (£2000); **3. & 4.** Replacement of all broken Roof tiles ventilate roof space, repoint ridge, remove moss (£1550); **5.** Clear & clean rainwater goods (£100); **6.** Some external Wall repairs & Installation of wall air bricks (£2000); **9.** Treat woodworm in the roof void (£1000); **10 & 13** Replace flooring & deep clean sanitary ware in WC (£400) N.B. committee preferred tiles to vinyl; **14.** Upgrade roof insulation (£2500)

It was felt all of the above should be prioritised & acted upon asap.

Bill will compile the necessary paperwork to send to potential building firms for quotes.

Committee were asked to recommend firms. The preference was that one company be chosen to take on all of the work if possible. Dave Buckley will also be asked to do the work which he is able/available to take on.

The following items were not considered to be so urgent OR should mostly be done after the above was completed:-

Chart Ref. 2. Flue redecoration (£100); **7.** Replace sealed misted windows (£1200) plus redecorate & renew glazing putties on windows & doors (£2,500); **8.** Repair/rebuild retaining wall (£1500); **11.** Plaster/Paint, redecorating the building (£3000); **15.** Electrical upgrades (£2500) but Bill said this has been recently done & has the paperwork.

As Christmas & Brugge have completed the survey & know the building now, Bill will ask them for a valuation for insurance purposes.

Sheena will inform the Diocese and Shirley will inform the PCC of intended building work.

5. **Building maintenance/improvements & garden.** Lighting was discussed. Generally accepted that there was a need for bright lighting for some activities & lower, more aesthetic lighting for others. The present ceiling lights can't be dimmed. The purchase of Bars holding 4 lights (£130 each bar) which can be stored in zip bags and/or floor uplighter (£50 each) which can also be suspended were discussed. SueC will send a link to members. It was felt it would be good to have something ready for OpenMic night November 17th. Sheena was concerned about

performers being unable to read if lighting was low. Clip on light suggested. SueC will provide one. Full length curtains were discussed as they could offer alternative backgrounds, acoustics & warmth but were considered to be impractical. Maureen suggested that the stage end could have curtains around. SueC will look into a price for this option. Maybe match plain, light coloured curtains for doors & windows too. Storage was mentioned as a problem if purchasing more equipment.

There was concern over the present audio equipment & microphone. Bill & Jez will look at the items. Rick is organising the OpenMic & will also come to look at the sound gear.

Presentation & storage of paperwork in the hall was discussed. Minutes of meetings are in a file in the book shelves. They will now also be added to the new website. There are practical holders which could be used for hall documents on the market. SueC will forward links.

Roadside Window accidentally broken was temporarily fixed with board by Dave Buckley. Maureen contacted him & Roman Glass. Bill has contacted insurance company. All in hand.

The general environment was discussed - it was understood some prefer it to be kept as it is, whereas others would prefer it to be less cluttered. Maureen emphasised the fact that its size (60 people limit) was liked by hirers for parties, workshops & small events but performance opportunities were more limiting in terms of profit.

Garden - John Legg asked to clear the left side. Maureen will ask Wendy Stafford to cut back the overgrown roses. If necessary Bill will dispose of prunings.

- 6. Lease renewal.** N.B. the word extension recommended to be used rather than renewal. Bill, Sheena, Shirley & Sue met to review the Lease document. Minor changes will be discussed with PCC. Meeting to be arranged with them when Shirley & Bill available. Building Survey will also be discussed.

7. Fund-raising events & fund-raising team.

On Friday November 3rd. there will be two events being organised by MaureenM:-

Village Coffee morning 10-12. Cakes kindly being made by Sheena, Bill, Shirley & SueD (gluten free). £3 ?

MH Soup lunch 12-2. Soups kindly being made by Bill & SueW. Maureen C offered her help & will be asked if she can provide a soup and/or help with the raffle. Sheena & SueC will contribute towards the raffle prizes. Tickets £6 ? Profits will be donated to Children in Need.

On Friday November 17th. 7.30-10 there will be an OpenMic night with Ploughmans meal included in £10 ? ticket price. Each musician who plays can bring one person & both have a free meal. Probably 8 musicians. 16 free & potential 44 paying. Musicians will be organised by Rick & Food by Yvonne. Cabaret style with tables & tea lights. Outline plan is that music will be from 7.30 - 8.30, Food from 8.30-9 & music from 9-10. No problem if times are shorter or longer. BYO drinks. Helpers to be organised nearer time. Profits will be donated to the upkeep of the Mission Hall.

Posters will need to be created for the above events. This task was not designated at the meeting!?

Exact prices of tickets will be adjusted according to numbers/profit margins.

- 8. Finance.** Bill updated the finance sheets to September 30th & noted that there is enough money to start building works.

- 9. Conditions of Hire - proposed revision.** SueC offered to transfer or create documents for the Amenities section of the new SP website. To be included on the website, the conditions of hire had to be re-written. It was therefore created to be a stand-alone document which could be on display in the hall, on the website & could be downloaded by potential hirers/users from the website. It was shared with Jez & Bill during the transferral of documents from old to new website & they made recommendations. Bill would like a paragraph added about electrical safety. SueC will do.

10. AOB.

Yvonne mentioned new heating installed at Upwey village hall which may be of interest for use in MH.

SueC asked if there were instructions for how to use MH heating so that users can regulate if necessary - happy to create document if needed.

Anthea has booked Salvation Army to play in SP Monday 18th December at 6.30pm. Mince pies. Mulled wine.

- 11. Date & time of next meeting.** Thursday 23rd November. It was noted that MaureenC may not be able to do a Thursday - apologies - it proved hard to find a day when the majority & the hall were free.