

Minutes of MHT committee meeting held on Thursday 8th February 2024

Present:- Bill Egerton, Maureen Cribb, Anthea Heathershaw, Yvonne Emery, Maureen Morris, Sue Wintle, Sue Davis, Sue Cottam, Shirley Davies, and Sheena Dearness.

1. **Minutes** of Committee meeting January 4th were approved
2. **Matters arising:** - **Bill** to print off past meeting minutes to go in MH folder plus on suttonpoyntz.org.uk. ; SueD reminded us to book Salvation Army for December 2024. **Anthea** will book.
3. **Finance** documents were shared by Bill. Healthy total of £40,689 including Feb 2nd Beetle Drive. Barclays information has been updated & new Trustee forms etc. nearly completed.
4. **Charity Commission.** - No more info yet. Former trustee involved with this, John Allen, was designated member of Dorset Community Action (DCA) - a member based organisation & member of Action with Communities in Rural England (ACRE). You can be a free member & receive info weekly by signing up online dorsetcommunityaction.org.uk **Sheena** agreed to take over John's role as a member & receive more benefits - listed on their website. Standard Membership £30 annual income over £1000 & Free membership annual income under £1000. Committee agreed to pay if necessary.
5. **Building Repairs** - Stockleys only reply so far. Bill shared paperwork with committee. Very reasonable. No date for start given. April 19th wedding so no work before that. **Bill** will thank Stockleys, state interested but need a month before confirming to compare quotes & after 19th April. Committee requested at least one other quote to compare. **Bill** will contact Alan Farague.
6. **Lease Renewal** - Successful recent meeting with PCC who are keen to support MH. Bill compiled a letter, approved by PCC & shared to MH trustees. Sheena confirmed the extension of 40 years would be from the date of MH request. She was concerned about the letter's length & detail but others felt it all needed to be in one letter. SueC asked if repairs could be mentioned in letter to show commitment. Shirley suggested adding repairs needed, intention & cost to the letter's first paragraph. **Bill** will add this in. MC asked about 5 years left & how that would affect the total e.g 35 or 45? Answer?
Short discussion about charity status & reason for changing to MH Incorporated organisation - there is info about this at gov.uk . Charity types:how to choose a structure (CC22a)
7. **Policies & Responsibilities** - Bill looked at other halls & sent the committee a tick list of policies which might be needed. Sheena spent time on the legalities & shared a document - Legislations & Regulations that affect us as a village hall open to the public for functions used by public groups. We looked briefly at Health & Safety, Fire Regs, Equal Ops, Safeguarding & Trustee duty of care. Some areas are already covered e.g. accident & minor injury book, fire extinguishers, Conditions of hire, Fire safety.
Some need attention e.g. add postcode/what3words outside hall (already inside & online), each meeting/event having a list of people in the building for number limit of 60 & in case of fire.
Discussion re. fire exits, signage, safety in the building, keeping clear pathways to doors etc. **SueC** to ask for Fire officer to visit - Rang Dorset and Wiltshire Fire & Rescue Service. Free Fire safety visits are for dwellings only. They sent the following website links to check out info for buildings like MH. See www.dwfire.org.uk
(Please find attached the links to the relevant pages on our website, which you may find useful. If you are still struggling, do feel free to call our Business Fire Safety Team a call on 01722 691717.
<https://www.dwfire.org.uk/business-fire-safety/fire-safety-guidance/>
at the bottom of the page is the guidance for small, non-domestic premises)
<https://www.dwfire.org.uk/business-fire-safety/fire-safety-guidance/risk-assessment-guidance/>
(this part has the templates/forms you might need about half way down)
Vanessa Harvey, Prevention Administrator, Dorset & Wiltshire Fire & Rescue Service 01722691301

SueC found adhesive Glow in Dark fire exit signs 300mm x 100mm £2.85 - 3.90 on Amazon so could buy 2 in the interim. Bill? Does anybody know a fireman who might have a look for us!? Maybe need to add Fire Doors which open the right way to the Repair jobs?

Discussion re. a trained First Aider for events. General feeling was that although important it was not always practically possible. Yvonne contacted Osmington Village Hall & asked how they deal with the situation. Eileen replied, *"Our Chair is First Aider and I have a lifetime resuscitation qualification. I haven't seen anything that says it's mandatory though - after all, the committee isn't present when the hall is booked out every time. I advise weddings etc that they should have FA cover - not sure they do though. We always make sure we've got extra First Aid cover for the fete etc - PGL staff assist there. Getting someone in from Red Cross or St John's etc is extremely expensive!"*

Discussion re. other policies needed - Bill wrote the Equal Ops on the SPS website - *The Sutton Poyntz Society is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.* Bill will update & adapt that Equal Ops for MH. Sheena will look at others e.g. Health & Safety plus safeguarding short paragraph to show awareness of need but committee felt anybody hiring hall should have their own safeguarding policy relevant to their organisation/event. SPS also have Data protection policy & Code of Conduct of Committee members on their pages suttonpoyntz.org.uk
DCA have specimen policy documents available for all to see & adapt to their specific needs.

Re. Electrical Regulations compliance - Bill has already contacted somebody to do this so is being dealt with.

Policies & Responsibilities document was not completed e.g. role for each trustee - more work & discussion needed in the future

8. Fundraising - Thanks to SueD for the successful Beetle Drive Profit £322.41 & to be passed to Colin & Rita for the meals produced. All felt very good but needed less cheese in future. MC said vegan option very good. No time to socially chat so next time have one less game. Suggested to have a similar event once a year, early Spring or late in year. It coincided with a special Coffee morning so a busy for some involved in both.

Discussion re. 60 limit being exceeded at Feb 2 coffee morning. Some people went outside to alleviate numbers. Very busy & very successful but safety of those inside needs to be considered. Event holders to be reminded of the 60 total.

March 1st MH organised Coffee morning - Bill apple cake, Sue W Chocolate or Coffee cake / SueD Gluten free lemon polenta.

March 8th Ken Watkins gig. 25 reserved as of February 8th. Cash on door reminder to all. SueC organising. **Summer** event Suggested that MH & SPS combine to organise - in garden & hall with music, BBQ. Bill to talk to Hilary re. idea/date.

Autumn themed meal discussed but no decision made. Suggestion re hiring food van as hard work catering for 50+.

Need to liaise with SPS & Springhead so as not to cross over event dates. (June 15/16 Ska event at Springhead)

9. Interior/Exterior - Discuss more at next meeting. Curtains need to be Fire Retardant. Lots of companies specialise in made to measure curtains which comply with Fire Regs. The quote I got in July 2023 for floor to ceiling The Curtain & Blind Company was for flame retardant serge wool, thermal blackout. Adjusting measurements for window size only could bring to approx £150 a window. Some ready made curtains do flame retardant too - even Dunelm sell them. They are more expensive than non fire retardant but still affordable e.g. £150 to 200 per window? Our windows are regular ready-made width & length (e.g. narrow French window size) SueC will research before next meeting.

A.O.B.

- MM has been sorting the problems with the dishwasher - nearly there. Tapestry on wall needs attention as damp causing mould. More small square tables needed. Could ask Bridge group for loan & pay them if damaged (£50 new) or pay for 2 from them or buy new. MM to discuss with them for their thoughts. Storage of more tables would be a problem so hopefully they will loan 2 or give 2 or sell 2 to MH.
- Encore will be singing March 16th at Church Rooms, St. Andrews.
- SueD will look into sourcing cupboard like WI one. And asked re. heaters.
- Bill researching replacements for overhead heaters which have a remote control. Faulty radiator has been turned off. PAT testing being organised.
- SueC will empty book shelf. Take to Dorset Blind Weymouth & Oxfam, Dorchester & hardbacks to Keith Raw.

Date of next meeting - Thursday March 21st 10am at the hall