

Minutes of the MSC Management Meeting held on Monday 7th February 2011

Meeting opened at 7.35pm

Present

Julia Walker, David Turner, Gladys Alexander, Barbara Merritt, Steve Taylor.
Mike Bailey (visitor)

The first item discussed was the 'Handyman' item from an earlier meeting. Mr Mike Bailey had attended to offer his services in the role of a paid casual handyman. Mr Bailey outlined his skills (DIY, painting, decorating, repair work etc). He cannot undertake electrical or plumbing work. His hourly charge is £20.

Mr Bailey was thanked for his attendance and told that the committee would consider his availability against a list of work and repairs to be drawn up.

It was noted that the Scene now has an Advertising Manager, Anne Shaw. Anne is to be thanked for taking on this role.

Minutes of the 6th December 2010 management committee meeting

The Minutes had been distributed soon after the December meeting. There were no matters arising which are not on the agenda.

Reports

The Treasurer informed the meeting of the following account balances:

Barclays Bank (Bond)	£12,000	+	£423.70
HSBC (MSC account)	£12,433		
HSBC (Supporters' account)	£15,077		

The Booking Manager reported on:

- Current bookings, including weekdays (up) and weekends (down)
- Additional Mis-Fits hiring
- The loss of the Body Rock hirings
- Possible Pilates classes
- Keep fit classes by Abbeycroft Leisure
- The hall's rate of oil consumption (currently circa £3 per hour, while at 56p/litre)
- Car Park litter (Scene article).
- St Edmundsbury Draft Rural Action Plan.

A copy of the Booking manager's report is attached to the file copy of these Minutes.

It was agreed to reduce the Damages Bond for the hiring on Sat 29th October to £50.

Heating

An improvement in the comfort level due to the recent insulation work has been independently noticed.

A quote for supplementary electric radiant heating in the Main Hall was tabled. At around £5,000, depending on the type of wall heater employed, it was agreed that the proposal should continue to be progressed with further quotes obtained. As the use of rapid-response electric heating is intended to reduce the oil consumption significantly, this proposal could be included with the double glazing project for the purposes of seeking grants directed towards ecofriendly projects.

It was noted that the oil fired boiler is increasingly expensive to run. Running the boiler before hire times was discussed. It was agreed that Steve would look into the practicality of replacing the existing timer controls with a simple one-hour push-switch timer or similar. It was also noted that radiators in the toilets heat up when only the snooker room heaters are in use. It was agreed that there is no need to heat the toilets to the present extent and means to reduce this waste of heat are to be investigated.

Double glazing

The completion of the double glazing is continuing. Grants are being sought. A meeting with Jim Field will be held on Monday 14th February to review likely sources of funds. Grant applications must be accompanied by mandatory documents. Steve will investigate Child Protection Policy, Equal Opportunities Policy and Vulnerable Adults Policy. David needs outlines of these policies. The management committee may hold a special Minuted meeting to sign off appropriate policies.

It was noted that Jane Midwood has stated that up to £2,000 could be available from her local grant fund.

To obtain grants it will be necessary to have certain written policies in place such as for Child Protection, Equal Opportunities and Vulnerable Adults. Steve will investigate these via the internet, for 28th February.

The management committee may meet formally before the next scheduled meeting in order to accept and sign these policies.

There is a need to calculate the heat loss reduction which would be achieved by further double glazing.

Fence around the oil tank

With increasing incidents of oil thefts, protecting the oil tank in some way is more urgent than previously thought. It was agreed to include this in the survey of jobs to be undertaken prior to making a decision about hired help (handyman).

Letter to PC regarding the Play Area

Draft approved. It was agreed that this should make the land ownership clear and restate that permission remains for the installation of equipment.

St Edmundsbury Draft Rural Action Plan

The notes which were previously distributed with the agenda were referred to and it was agreed that individuals would make their own responses.

Car Park litter

This had been raised in the booking manager's report. The secretary's draft article for the Scene was approved for publication.

Deep cleaning and re-decorating

The clear need for this in the Main Hall was agreed. With so much other work facing the committee it was agreed to make a note in the Minutes and hold it over while additional help is sought, and/or the survey of work is undertaken. It was acknowledged that there is an increasing need to find someone to undertake the work normally done by Gladys. It was also agreed that we should advertise for a caretaker, at least while Gladys is indisposed. The role and duties of a caretaker would first need to be listed.

Hire charges

The effect of the current and ongoing expenditure on the heating upgrade was taken into account, along with the steeply rising oil prices both in the short term and as a trend. Concerns were also expressed that under the current cuts in public expenditure, which are, or will soon, affect important public services, the favourable treatment given to community halls in various respects such as minimal licence fees, Council tax etc, might be curtailed or withdrawn. Taking this into account, along with inflation which is now a significant factor, it was agreed to recommend to the Trustees an increase in hire charges of 10% or higher. The figures £10/hour for the Main Hall and £7/hour for the Pavilion lounge and Club Room were agreed as representing the necessary increase.

AOB

The secretary asked permission to purchase a quantity of flat-pack 'archive boxes' to facilitate the relocation of the existing and new archived material from the storeroom to space under the stage. This was approved.

Date of next meetings

Some members of the management committee would meet at 7.15pm on Monday 14th February to review and progress grant applications. There could be a further such meeting at the end of February.

The next scheduled **Trustee meeting is on Monday 7th March 2011**

The next scheduled **management meeting is on Monday 4th April 2011**

The meeting closed at 10pm

Signed

Date