

Wickhambrook Memorial Social Centre

MINUTES OF MANAGEMENT MEETING 3/3/2008

Meeting held at the MSC Pavilion lounge on Monday 3rd March 2008. The previous management meeting was held on 3rd September 2007. The meeting opened at 7.40pm after refreshments.

Present: Patrick Colvill, Margaret Colvill, Gladys Alexander, Steve Taylor, David Turner

Apologies: None

Minutes of the previous meeting and Matters Arising

Matters arising from the previous Minutes were included in the meeting agenda.

Chairman's Report

The Chairman gave a brief review of progress on projects since the last meeting.

Treasurer's Report

A satisfactory financial situation was reported and the Treasurer distributed copies of the current accounts for information and reference after the meeting.

Booking Manager's Report

A total of £8,900 in hire fees has been collected and forwarded since the last meeting. This does not include some monies paid directly to the Treasurer.

There had been a follow-up enquiry from Richard Hyde regarding the main Hall flooring. It was agreed that enquiries should be made as to the cost of repair, sanding and re-surfacing the floor. John Blake of Newmarket was a suggested contact for this. Another contractor is also to be sought so that three sources of advice and quotes are on file.

Correspondence

Eleven items listed on the agenda were briefly discussed. It was noted that:

- There had been no reply from the Parish Council to the MSC's request for corrective action regarding the roadstone, a noted safety hazard, which was still close to the football pitch.
- Correspondence with Ed Lubbock and the Borough regarding the events of 21st July had concluded with a letter from the Borough stating that there would be no further action.
- Correspondence with the police and Crimestoppers regarding damage to the Pavilion patio doors and asbestos fly-tipping had resulted in an email from the police assuring us that offenders, if identified, would be prosecuted.
- Verbal information from the police that no action would be taken to prosecute the identified person responsible for the patio door damage.
- Letter from SAFEchild inviting further participation. It was decided not to pursue this opportunity as child protection was already a noted precaution within the MSC. Hirings involving children already meet, and in some cases exceed, the current regulations and social responsibilities.
- An undated and unsigned document, which concluded with a statement that '...by not providing a footpath across the recreation field, 'we' are not meeting our public duty..', was discussed and, for the reasons given previously, was dismissed as being groundless. Given the Trustees' unequivocal decisions on three previous occasions, it was agreed not waste the committee's time on this matter in future.

Curtain Tracks

These are currently being specified in order to hang new curtains in the Bar Room and Pavilion lounge.

Hire Agreements

With a 'hold' on weekend bookings since last September, pending approval of an effective Hire Agreement, the matter is urgent. Two forms of Hire Agreement were tabled at the meeting. One is appropriate to regular hirers such as Youth Club, Body Rock etc, while the other is appropriate to casual hirers such as weekend private parties, dances etc. The following changes in procedure were agreed:

- The 'returnable' Insurance Bond (sometimes called a 'Damages Bond') would be increased to £200 and would be paid into the bank, by the Treasurer, long before the event. In the event of no damage or breach of the Hire Agreement, the Treasurer would raise a cheque to effect the refund.
- The Hire Agreement will state that any damage beyond the £200 will be chargeable.
- An insurance company is to be sought, who might offer insurance for the hirer, against claims for damage beyond the £200 indemnity provided by the Insurance Bond.
- The hire fee must be settled in full at least 10 days before the actual hire date.

Copies of the draft Hire Agreements were distributed. With the various changes (see above) and wording reviews by the committee members after this meeting, the Hire Agreements would be presented to the next Trustees meeting for ratification so as to allow bookings for 'non-village' parties and discos to continue.

Tuesday evening hirings

In the light of the new hiring from Haverhill Adult Learning Centre, the level of use of the hall on Tuesday evenings was discussed. There was no proposal for any changes.

Bus Shelter

It was noted that a request for the provision of a bus shelter '...near the MSC...' had been Minuted by the Parish Council from their meeting on 10th January 2008. There has been no correspondence or information about this to any committee member since that January meeting, so the matter is probably not being pursued. However, it was agreed that this was a good idea provided that no structure was placed in front of the MSC nor close enough to encourage vandalism of the normally unattended MSC building. As the present 'Thorns Corner' alighting point for busses from Bury is onto the pavement at the village sign this, being public land, would seem to be an ideal location for a shelter. It is also close to the present stopping point, at the Browns Close footpath, for busses going to Bury. Alternative stopping points, where a bus shelter could be sited might be the roadside grassed area adjacent to the boundary fence between the WI and the MSC car park.

Fete 2008. Good planning and preparation progress was reported.

Arising from the discussion on the possibility of a Bowls Club 'revival' event at the fete, based on the Bowls Green, it was agreed that the Parish Council should be asked if there are any proposals which might affect the use of the Bowls Green on Saturday 12th July 2008.

Request for access key from Wickhambrook Charity Fund Raisers (WCFR)

It was agreed that this new organisation should be invited to have a representative on the Trustees and, as a consequence, have a key for booked access to the building. This is to be put to the Trustees in April for their ratification and for them to review current keyholding so that duplicated or triplicated key-holding can be rationalised to release a key for the WCFR group.

AOB.

1. A PAT tester would cost less than £500. If used by an MSC-approved person, it would save the cost of contractor PAT testing within one or two years. Primarily it would ease the problem of finding and co-ordinating with commercial testing companies for an 'all-in-one-day' testing regime. It would enable portable appliance testing as and when required (instead of annually) and thereby provide more credible and up to date records. It would also be an available facility for immediately testing equipment brought onto the premises for MSC use (eg new kitchen appliances, stage equipment etc). It could also be used at short notice, and possibly at a suitable charge, to test equipment brought onto the premises by hirers who might otherwise be in breach of the new Hire Agreement. As this is less than the £500 limit set for the management committee by the Trustees, for any one purchase, it was agreed to proceed and purchase a suitable tester.
2. Electrical test for the building. It was agreed that Richard Pettitt should be contacted as a first approach.

Next meetings:

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| Firmly agreed: | (i) Monday 7 th April 2008... | Trustees |
| | (ii) Monday 5 th May 2008... | Management committee |
| Currently scheduled: | (iii) Monday 2 nd June 2008... | Trustees |
| | (iv) Monday 7 th July 2008... | Management committee |
| | (v) Monday 4 th August 2008... | Management committee |
| | (vi) Monday 8 th Sept 2008... | Management committee |
| | (vii) Monday 6 th Oct 2008... | Trustees |
| | (viii) Monday 3 rd Nov 2008... | Management committee |
| | (ix) Monday 10 th Nov 2008... | AGM |

The meeting closed at about 9.50pm

Approved and Signed.....
Date.....

Patrick Colvill, Chairman