

## Minutes of the MSC Management Meeting held on Monday 4<sup>th</sup> April 2011

Meeting opened at 7.30pm

### Present

Julia Walker, David Turner, Gladys Alexander, Barbara Merritt, Steve Taylor, Barbara Seabrook.

### Minutes of the 7<sup>th</sup> February 2010 management committee meeting

Hard copies of the Minutes had been distributed by hand soon after the February meeting. However, it was clear that the copies normally sent out by email had not been received.

Following a brief review the February Minutes were accepted and signed off.

Those Minutes are to be sent out by email, along with these Minutes in order that the Trustees are fully informed.

#### 1. Cleaner.

The interview with Barbara Seabrook was reviewed and the details agreed and noted for these Minutes. Mrs Barbara Seabrook, 'The Bungalow', Leys Farm, The Street, Lidgate, Newmarket, Suffolk CB8 9PS  
Tel: 01440 820898

Mrs Seabrook will start work as the MSC cleaner at 10am on Monday 11<sup>th</sup> April at an agreed hourly rate. On the first day, or more, Mrs Seabrook will be accompanied by either (or both) Barbara Merritt and Steve Taylor, as an introductory period.

During the earlier discussions it was noted that the kitchen door had been found unlocked and openable from the outside. It was agreed that the door, which is not a Fire Escape door, shall be fitted with a simple internal shoot bolt to ensure its secure closure. This should overcome the problem of the door being left insecure by people not familiar with the lock's peculiarities. The internal notice will be changed to say that the bolt should be withdrawn while the kitchen is occupied, but used as part of the hall closing procedure. First access to the kitchen will then be via the main front door. This will be in accordance with a long-standing plan to rationalise the access route into the premises. It also continues to allow the local security arrangement whereby people using the kitchen can lock themselves in by using the thumbturn, thereby providing a quick exit route in case of fire.

#### 2. Caretaking and Keyholding.

Mrs Alexander's letter of resignation as caretaker and cleaner had been reviewed by members of the management committee some days before the meeting, resulting in the engagement of a replacement cleaner (as above). Gladys said that she wished to remain on the management committee, and this was welcomed by everyone as Gladys' experience and knowledge of village and MSC affairs will be a beneficial continuing input to future meetings.

Keys 36 and 28, for the premises' doors and the side storage room respectively were handed over to Mrs Seabrook.

It remains for the caretaking role to be fully covered. Gladys said she would continue to monitor the oil level and arrange future deliveries.

#### 3. Projects and Grants

Grant approvals are awaited.

A meeting with Havebury is scheduled for Tuesday 12<sup>th</sup> April. Steve will attend, using notes provided by David.

The estimate of £252 to change the boiler controls to simple timed push-buttons was approved.

#### 4. TV licence

There is no copy of a TV licence on display in the hall. John Wreathall is to be asked if the TV is still required by the football club. If not it can be removed, but if so a TV licence, or copy, must be displayed to avoid the possibility of a £1000 fine being levied on the hall's management.

#### 5. External notice boards.

Nothing to report. Referred to the next meeting.

6. Stage screening.

On an explanation from Steve, the committee approved the expenditure of £50 on timber to make a 'development' panel for the proposed closing screen for the proscenium arch.

7. Campfires on the recreation field.

It has come to the attention of the committee that it may be useful for the Wickhambrook Scouts (Beavers and Cubs) to have permission to light camp fires on the field as part of their field work and external activities. Provided this is done under supervision, with steps taken to protect the long-term condition of the field, permission will be offered to the Wickhambrook Scout group to light supervised campfires on the field.

8. Theatre Royal's VAT element.

The 2010 production was financed in the manner of the 2009 production, with the financial risks shared between the MSC and the Theatre Royal. In the final settlement the MSC made a profit on the evening of around £96 pounds. However, the VAT element was overlooked, and this has reduced the net profit to around £30. As this is seen to be too small a profit to make the venture either worthwhile, or guaranteed not to make a loss, the arrangement is to be reviewed carefully if the opportunity for a Theatre Royal production in Wickhambrook arises again. As things stand, the intention is that in future the Theatre Royal will be expected to hire the hall in the manner of pre-2009.

9. Day Club (Lunch Club).

The Day Club has been commented upon by people involved in its organisation and running, with the suggestion made that it might be better run as a Lunch Club over a shorter period at each event. There are 'legal' constraints relating to activities intended for older persons, such as a Vulnerable Adults Protection Policy, which the hall management ought to ask to see. Also, a 'Day Centre', is required to have proper medically trained staff available. The Day Club is most certainly not a 'Day Centre', but it does have a considerably extended period of activity if it is intended primarily to be a 'Lunch Club'.

It was acknowledged that the MSC management committee has no involvement in, or responsibility for, the running of the Day Club, apart from satisfying itself that activities conducted within the hall meet appropriate standards of behaviour and social responsibility. It was agreed to leave the Day Club and the volunteers who run the Club, to organise, or re-organise, to meet the necessary legislation as they think necessary or appropriate, given the fact that the hall's facilities are limited and may not be adequate to support an activity for older people which operates for several hours.. The topic may be re-visited at a future meeting.

10. Dustbin size.

A replacement smaller dustbin (660 litre wheelie bin) has been provided, and a new contract put in place for the year 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012. The new bin is lockable and will normally be left locked, with hall hirers using the three existing kitchen bins, or larger bins which may be provided in future, for rubbish. Only MSC staff will open and use the new bin. This is intended to prevent to 'fly tipping' of industrial waste as has happened in the past.

11. Suffolk ACRE.

A new Certificate of Membership has been received and is on display on the foyer notice board.

12. Havebury 'Grant' meeting.

As reported, Stev will attend that meeting.

13. Football Club invoice.

Invoice number 0288 for the period 1<sup>st</sup> June to 31<sup>st</sup> May 2011 is outstanding. A reminder is to be sent.

14. Anne Shaw

Anne is to be invited again, but this time formally from the management committee, to come to a Trustee meeting to contribute to any discussion about the Scene, its distribution, Supporters Association membership and promotion etc. Membership of the Supporters Association is promoted by Roger Alexander. A wider membership would be advantageous to advertisers in the Scene and would be beneficial to the management of the hall.

15. Boiler Controls (push button).

See report above.

AOB

- (i) Scene promotion. This is done by Roger Alexander. It could be reviewed at a future meeting if it is thought that Roger might appreciate some help.
- (ii) 'Wos Up' An email from the PC asks if the hall could contribute to the £650 cost of running the 'Wos Up' bus during the summer. For the reasons given in the email to the PC (attached to the file and management copies of these Minutes and available upon request to any Trustees), the request was, with some regrets, refused as at this time the committee have spent, and plan to spend, to the limit of what is safe for the hall's finances.  
During this discussion there was some disturbance with a fire extinguisher being let off, the Pavilion lounge windows sprayed with water or foam, and banging on the door or window. Later it was found that there had been intrusion onto the stage by local youths, with (pending closer checks) some material being taken, and damage and mess in the gents toilet. A letter re-stating the need for hall security is to be sent to all hall hirers.
- (iii) Organised Litter Pick. Also in the email from the PC some contribution to this proposed event was sought from the MSC management committee. Members of the committee said they would individually join the volunteers in the litter pick (as a 'whole committee involvement seems impractical) and, thanks to a generous sponsor, the costs of the litter pick organisers using the Pavilion (if they wish to do so) would be covered, meaning that no costs would fall to the litter pick organisers.
- (iv) Julia raised the matter of the organiser of the Keep Fit activity, Anthony Cullen having difficulties gaining access to the hall. The matter will be looked into by the booking manager. Issuing another key might be practical, if the activity is sufficiently viable to justify the cost.
- (v) Plastic Fascias. The halls fascias are very dirty. Cleaning these clearly falls within the area of maintenance work which the Trustees have instructed should be put out to contract. James Fitness is to be asked to quote for the cleaning.

Treasurer's Report.

This would normally be an early agenda item, but was left to the end due to the agenda being created over a long time and not re-arranged before the meeting.

MSC bank account...	£12,252
Supporters Association bank account...	£15,122
Barclays Bond and account...	£12,439
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Total financial assets...	£39,813
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Next meeting

<b>Trustees...</b>	<b>Monday 9<sup>th</sup> May 2011</b>
<b>Management committee...</b>	<b>Monday 6<sup>th</sup> June 2011</b>

The meeting closed at 8.55pm.

Signed .....

Date .....