

## Minutes of the MSC Management Meeting held on Monday 11<sup>th</sup> June 2012

The meeting opened at 2.30pm

### Present

Julia Walker (Chairperson), David Turner, Gladys Alexander, Barbara Merritt (Treasurer), Steve Taylor (Bookings and Secretary)

### Minutes of the 11<sup>th</sup> June management committee meeting and Matters Arising

These were reviewed and the following matters were discussed:

Jubilee Tree. No firm decision, but it was agreed that it would be inappropriate to block the heretofore protected view to the horizon from the higher ground on the recreation field. The recommendation is made to the Parish Council that the tree could be planted centrally in the prominent position on the unoccupied bank alongside the former petanque terrain, which is on PC land, so as to be the fourth oak surrounding that area. In this position it would complement an existing planting, without blocking any views.

Potholes. Jim Field is to be asked if the tennis club are still going to undertake some hole filling.

Pavilion toilets. The committee assembled in one of the Pavilion toilets to review the suggested upgrade work. The proposal to install two under-sink hot water cylinders, controlled by a timer triggered by movement detectors was agreed to be an ideal solution to the requirement to provide hot water for hand washing, provided the cost is reasonable. Plumbing and electrical costings have been sought from local contractors.

### Reports

#### Treasurer:

The bank balances stands at: Barclays - £31,656.  
HSBC - £817

The HSBC account was due for closure, but BACS payments had been received into that account. The Secretary is to send correspondence to the relevant treasurers with specific instructions regarding future BACS payments.

#### Booking Manager

The bookings summary sheet (correct up to 3<sup>rd</sup> August) has been distributed. There are no unusual or exceptional hirings to report.

Secretary. Recent correspondence was reviewed. From this, the question of the removal of the two ash trees was raised, regarding any necessary 'road licence' and/or insurance that might be required for David King to undertake the work. The secretary is to ascertain the facts from David, and chase up the requested quote.

*[Secretary's Note: At 6pm, after the meeting, David King telephoned with a verbal quote intended for an evening meeting. To remove the trees to 'ground level' (which actually means to slightly above ground level), employing three people, the cost will be £450+VAT. All smaller wood will be removed, with the exception of the larger timber which he advises should be removed as soon as possible to avoid theft. He also confirmed that he takes all the necessary precautions to ensure public safety, with road signs, cones and a dedicated traffic controlling person. The footpath repairs will be undertaken in September as soon as the school holidays are over and the busy grass growing season eases]*

Bar Services The desirability of transferring contractual responsibility for providing bars from Chris Gray to The Greyhound was discussed in depth and in some detail. It was agreed to wait for the outcome of the proposed meeting at the Greyhound at which likely plans for a summer show in 2013 will be discussed. At that time, the questions of who will provide the usual fete bar, and under what terms, and the provision of future bars will be reviewed. It was generally felt that it would be better if the MSC bars were run by locals.

Banqueting tables Barbara and Gladys had developed some plans, based on measurements of the storeroom wall and floor space, for the future storage of the tables. It was agreed to look further into these ideas at a special meeting on Saturday 11<sup>th</sup> August at 2.30pm.

Clutter on stage The proper storage of the banqueting tables is only part of the drive to clear the stage. Remaining items are either scheduled for disposal, or can easily be removed as part of a general tidying up. The un-deployed chairs will remain stored on stage. However, the Players scenery stored against the back wall remains a problem. The committee wish to put more pressure on the Players to remove the scenery, as the stage must be cleared in time for the school Christmas Show. The use of the tennis club pavilion was again suggested, but it remains for the Players to make the necessary arrangements.

**Land lease.** There has been little progress in the past four weeks. The Parish Council have suggested that it might be easier to go straight to 'Land Registry' and avoid any further delays hunting for old documents. This avenue will be explored immediately. Meanwhile, all documents held by the hall and committee members, will be laid out on the stage apron for further review on Saturday 11<sup>th</sup> August and to sift through whatever exists in order to properly note and file the material.

**Feedback from the Parish Plan Questionnaire.** A Scene article has been written by the secretary inviting all residents to go to the November AGM, effectively refuting the claim that "... the MSC is a closed shop...", which may have arisen due to the MSC's constitutional basis whereby village representation on the hall's management exists only through whatever Wickhambrook clubs and organisations there are at any time, thereby excluding the majority of the community.

**Oil Buying Consortium** It was felt that this is not an appropriate role for the MSC and the idea is dropped.

**Main Hall refurbishment.** The intention that the MSC committee would do 'wall washing' was now thought by some to be inappropriate, as 'decorating' should inherently include 'preparation'. It still remains possible that the refurbishment will be completed by the end of August, but the scheduled programme has slipped, bearing in mind the booked weekend hiring in September. The brown and cream colour scheme was questioned and it was suggested that the committee should meet in the hall to make a final choice.

It was agreed that the management committee meeting at 2.30pm on Saturday 11<sup>th</sup> August in the Main Hall will discuss:

1. Banqueting table storage in the storeroom
2. Colour scheme for the Main Hall
3. Review all documents relating to the MSC charitable status and estate ownership.

**Kitchen upgrade.** The intention to prepare and distribute an outline floor-plan has not been achieved due to pressures of MSC work in other areas.

**Refund to Michael Guest.** This has been done. A receipted letter has been received for the accounts.

**'Loose ends'**. Steve explained that it had been his original intention, as stated last May, to stand for election to the management committee and the 'officer' roles again at the November 2012 AGM, to provide an opportunity for a new (prospective) incumbent to familiarise and take on the work, and change procedures to suit their preferences during early 2013. However, with 3 months now passed, it was increasingly clear that no-one will be forthcoming either before or after the AGM. So, to precipitate some action from the Trustees, he will not stand for re-election or appointment at the AGM, but will offer unstinted advice and help to whoever does agree to take on the separate roles of secretary (a fairly light load) and booking manager (a 'busy' role which brings rewarding contact with the wider community), with the files kept at the hall or at another private address. The present procedures are being recorded and will be available as text documents in hard copy and on CD.

## **AOB**

1. Trestle tables. During recent years there have been occasions when the booking manager has been asked if tables and chairs can be loaned for private functions, and business presentations. Generally, but without committee authority, this has been agreed on a purely informal basis. Loans of chairs to the Greyhound have also been made by the treasurer. It was discussed whether this practice should be formalised in some way with hire charges or free loans within the village, against deposits or personal sureties etc. It was agreed that free loans should be recognised as an MSC facility offered to Wickhambrook resident on a case-by-case basis, with items listed and signed for to ensure their safe return, and against the requirement that damages must be paid for.
2. Pathways. It was agreed that David King should be asked his proposed schedule for undertaking this agreed work. [*This item was covered by a telephone call from David later in the day*]

## **Dates and times of next meetings**

**Trustees meeting: 7.30pm on Monday 3<sup>rd</sup> September 2012**

**Management committee: 2.30pm on Monday 1<sup>st</sup> October 2012**

The meeting closed at 4.30pm

Signed .....

Date .....