

ECWA
Minutes
22.8.16

Present: Peter Martin, Peter Walker, Tracy Hall, Marion Martin, Brenda Gleadle, Nikki Walker Mick Walsh, Trevor Brown. William Castledine, Don and Glenis Byrom (attended in part).

Apologies: Sue Kent,

Minutes: Accepted as a true record.

Matters Arising: Following actions were advised as completed:

PW: to follow up grant eligibility- PW confirmed that ECWA can apply, and info would be sent out but not received as yet.

PM: to complete the re build assessment and to return to TH to submit-done and TH has uploaded photos of the building and payment was agreed for the assessment.

PM: to check and lubricate hall door and window mechanisms-done

PM to clean/assemble and sell shed -done with BG assistance, sandpit -done

PM: to provide BG with a hall key-done; to dispose of the computer-done

PM: To pull out kitchen cupboards to check for source of the smell-done no damp or dead animals seen

NW: to create posters for August music event-done

MM: to create donation letter for raffle prizes for local shops-done, PM and BG agreed to distribute the letter- BG successfully distributed it to Co op.

PM: to put onto In Eastoft Face Book page that the hall can be hired for £7 per hour-done; to promote up coming events onto In Eastoft-done for Village Hall Social Evening

PW: to explore the music jamming session-done and as a result Brian and Dale did an impromptu session at Village Hall Social Evening

PW to ask Angus Townley about pricing usually charged by venues where he does a presentation-done outcome is that it varies according to the venue

PM: to approach William Castledine to create Google planner and to ask for a training session on it for PM, NW and another- William attended tonight's meeting and agreed to provide support and future training for all the Committee on use of webpage.

PM:to ask on Face Book who is making local produce and would like the opportunity to sell it in the village hall-done and PW led discussion tonight about Saturday morning table top sales

BG to advise Maria of hall booking fee-done

MM to advise William Castledine of changes to Committee membership-done

Matters Arising to be followed up:

PW:to chase up grant eligibility.

PM: to amend hall measurements for re build assessment.

PM to clean/assemble and sell a bike stand,ping pong/flick football/pool tables, blue metal cupboard and flat packed cupboard through In Eastoft Face Book page or e bay.

PM:to create a Fire Policy.

Finance:

PW notified Committee that Reg has donated a lap top to the hall to sell to raise funds.

PW: to organise sealed bid sale.

TH advised the following figures for July 2016, £324.50 income, £669.09 expenses. As at todays date following funds available:Bank balance: £379. 72, Petty Cash Float £12.82, HSBC Savings Account £4304.01, Playground Account £1272.60. TH advised that the Playground account could now be closed and transferred to savings account. All agreed that Accounts can be seen in public domain but would require names of people and clubs to be removed. Discussion held on encouraging clubs to consider paying by BACS. PM explained that TH had agreed to continue as

Treasurer for a further period but would not be able to commit time to attend future meetings or social events.

TH: to email amended accounts to WC to place on web site.

Premises:

PM expressed thanks to all those who had prepared the hall for the Social Evening and had cleared up afterwards. It was discussed that at some point in the future the following would need action: Sofits to be repaired and re conditioning of the plastic chairs.

TB and MW:to create air vents for broom cupboard: to put down weed killer on patio and outside fence:to purchase mop and bucket and a wide head brush.

PM: to organise power washing of plastic chairs through messenger.

Health and Safety:

PM offered to review existing policies and/or create new ones by researching other venues on line however this would need to be done over a period of time but was aware they would be needed particularly if applying for grants.WC advised that once agreed policies could be made available on line.

Events:

Social Evening discussed and all agreed it went well and good feedback received however it was agreed that at next function buffet will be offered TB and MW have already approached Lorna and Brian Whiteley about another musical night and they will come back with a date. It was agreed that ticket money can be given to musicians and raffle monies can go to hall. Brian Whiteley is currently investigating musicians from Goole to do an open mic night at hall. .

Don Byrom kindly offered to investigate a possible food source for future events.

TB and MW: to organise next musician night.

History of Eastoft Talk by Angus Townley scheduled for 29th September, anticipate 40-50 people, agreed ticket price to be set at £4.00 including tea/coffee and biscuits. Agreed that doors open 7.15 talk to start 7.30pm.

TH: to create numbered tickets

PW: to be central sale point supported by TB and MW

PW: to check with Angus that he will be prepared to use a microphone for a hearing loop connection.

WC: to produce a framework for promoting future events.

PW advised that in terms of the Quiz night on November 12th, Steve was considering a format similar to The Chase. It was agreed that payment would be £1.00 per person, for 4 person team. Of which £2 to Steve and then £2 to hall.

PM to give advance notice of the Quiz Night on In Eastoft face book page.

TB: to investigate and start to organise a Killer Pool Night

BG: to consider and discuss on messenger a Halloween Night for Saturday 29th October.

Discussion held on events being inclusive and where appropriate stated events are suitable for children to attend with their parents.

Mr and Mrs Byrom offered to host an antiques roadshow at the hall.

Groups:

Discussion held on access to keys by hall hirers. If details of re-occurring clubs can be sent to eastoft e mail, WC will organise the webpage to promote it.

Sewing Club to be opened up on Tuesday 30th August at 6.30pm by TB and MW. NW to close session

Marketing:

WC advised that anyone who subscribes to the Eastoft Community webpage automatically receives an email about any posts put onto the webpage and would therefore be aware of future events. In order to subscribe, people need to go to the Eastoft Community webpage, go to the section on subscribe on the right hand side, enter own e mail address, repeat a code that is shown and will then receive a confirmation email. WC also suggested that future events can be promoted through a leaflet insert in the Arrow magazine. WC offered that if text, images and date required by are sent to him that he can create postes/leaflets etc. WC explained that he would like to update the visual aspect of the webpage with images of the village.

WC: to provide information and training to support Committee members in using the webpage.

NW TB and MW: to fasten blackboard notice boards to outside of the village hall wall on High Street and to the outside of the fence on Yorkshire Side .

Playground:

PM: to talk to Playdales and check why one of the swing beams has not been replaced: to explore option of them doing ROSPA type of inspections.

A.O.B:

Discussion held on the need for a Confidentiality Agreement and PW gave examples of situations where it would be appropriate e.g personal issues, issues re money . PM advised that ICO registration is probably not required by the village hall.

PM: to draft a Confidentiality Policy.

PW gave suggestion of a system whereby there is an equipment hire (for example tables) charge, deposit and receipt so as to have an audit trail. It was recommended that the process was managed by one person.

PM will produce a hall /equipment hire book/checklist.

PW suggested a Saturday Morning Table Top Event. For first event agreed table tops to be charged at £1 but cost will be reviewed in the future.

PW: to organise and to ensure does not clash with Crowle. BG offered to support.

MW suggested idea of a Monthly Village Raffle for members of the community e.g £4 per house and asking Rev Justine (as a neutral person) to pull raffle number. Monies to be shared between winning ticket holder and the ECWA. All agreed it was a great idea. PM raised issue of checking legality and investigating how other villages are doing it.

MW: to explore the idea further.

WC was invited to join the Committee and accepted.

PW: to email WC preferred email address.

PM: to get WC onto messenger

Date and Time of Next Meeting: to be discussed on messenger.