

**ECWA**  
**Minutes**  
**28.11.16**

**Present:** Peter Martin,, Marion Martin, Brenda Gleadle,  
Mick Walsh, Trevor Brown, William Castledine,

**Apologies:** Sue Kent, Tracy Hall, Peter Walker, Nikki Walker

**Minutes:** Accepted as a true record.

**Matters Arising:** All actions were advised as completed with the exception of the following:

**PM: to sell a bike stand, pool table and flat packed cupboard through In Eastoft FB page or e bay- to be actioned**

**PM: to create a Fire Policy- to be finalised**

**WC: to produce a framework for promoting future events.- to be progressed forward**

**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. -To be revisited.**

**PM: to draft a Confidentiality Policy – to be finalised**

**PM: to produce a hall /equipment hire book/checklist- original to be modified.**

**NW: to provide copies of invoices for clubs and hirings for TH. MM to liaise with TH and NW for update on this.**

**TB: to talk to Post Office and confirm their agreement to the idea of coffee mornings being available at same time as Post Office sessions. - Idea declined.**

**PM: to create a flyer to offer hall hire for children's parties for £5 per hour for limited time period- PM to do wording and to pass to WC to create.**

**NW: to create hall display of Table Top Sellers- To follow up at next meeting**

**PM: to investigate if remedial work done this year at the playground now has another 15 year guarantee – to be followed up**

**PM: to send electronic version of ROSPA report to WC- to re send to ecwa gmail account.**

**Finance:** All agreed ECWA to fund plants for hall window boxes to value of £30-40. Cost of hiring other village halls was researched by WC during the meeting and was found to be £6-£14 per hour. BG suggested that ECWA ask Heather for assistance in completing grant applications. Grant application could be used for hearing loop, new lighting and lone worker protection **TH: to advise whether payments have been received for the wedding and funeral hire.**

**PM and other Committee hall users: to check post box regularly and forward on to TH.**

**TH: to send Treasurer's Report to all on ECWA email.**

**PM: to contact PW to obtain SSE grant pack**

**Parish Council Update:** SK advised that ECWA cannot apply for the Parish Council grant as it is a constituted group. SK has left a note re requirements for Carols around the Tree.

**PM and TB: to check and match hall resources on 2.12.16 to Parish Council request.**

**NW: to be requested to lead on Xmas decorations and to re do the hall boards and to notify WC who will use the image.**

**Premises:**

Discussed option of panic alarm to cover Post Office and lone workers in the hall. Also discussed the option of shelving that swings round as a counter as was the idea of a stable door option for the kitchen door. PM confirmed that laser jet printer works. Church tables have been returned to school by MW and TB. New tables will arrive 5<sup>th</sup> December. PM has purchased 2 padlocks for the attic and the attic ladder. MW has contacted Crowle hub about hearing loop for the hall. It cannot be done by Local Authority, as they only do L.A. buildings. MW has contacted Action on Hearing and they will do installations for personal homes. They recommended that ECWA apply for a grant and if we do they will help with prices and can do the actual installation.

**TB AND MW – to handle table delivery**

**PM and TB: to check disabled alarm beeping**

**PM – to purchase new bin, cleaning consumables and attach fire door hook this week.**

**Health and Safety:** WC suggested that the Community Police are invited to pop in for a coffee during Post Office sessions.

**PM: to ask the Mark Harrison Post Office for their Risk Assessment for their lone worker in the hall.**

**Events:** To be discussed at next meeting.

**MM: to contact local musicians about music nights.**

**PM :to ask PW for contact number for Quiz Steve.**

**BG: to contact Yoga teacher from Retford to explore hall hire and assessing interest on In Eastoft site.**

**Playground:** PM took photos of playground and identified that the fencing needs to be attended to.

**PM- to ask Oak Apple Tree Fencing if they are able to repair the fencing.**

**AOB:** WC provided training session for Committee members on how to load events onto the website

**Next Meeting: Thursday 26.1.17 at Eastoft Village Hall at 7.30pm**