

Hepworth Recreation Ground Management Committee Meeting 3/21

A meeting of Hepworth Recreation Ground Management Committee took place on Monday 22nd March at 7.30pm. The meeting was conducted via video link and the following items were discussed.

Attendees Chairman Nicola Yorke, Marjorie MacPherson,
Secretary Louise Robinson

1	Apologies Received from Garry Bloomfield, Treasurer David Stannard and Helen Corris	
2	Approval of previous minutes Minutes approved	
3	Progress report Boiler has been serviced and we will receive a certificate, boiler room emptied, gutter end cap replaced. Legionnaires treatment to water tanks taking place on 25th March. no smoking signs installed near gas tank Bank account mandate accepted for CCLA, still waiting for Lloyd's bank to approve mandate Lloyd's bank made banking error and have compensated us with £30. Next step is to prepare a board of resolution and create a new mandate Balances for CCL account £25,103.62 statement due at end of March Lloyd's account £3,223.42 Cheque due to Louise for £380.72 for reimbursement for items purchased for the pavilion cheque for Anglian water £13.11 Cheque for Vertas Ground maintenance £353.89 Cheque for annual insurance due 1.4.21 £467.24 Income- from government grants to date £8,574 Invoice issued to West Suffolk council for upcoming polling day hall hire £140 Insurance -building £213,000, contents £1,357, outside equipment £8,000 Fire alarm fitted in main hall, smoke alarms fitted in hall and lobby, heat alarm fitted in kitchen. Fire alarms tested weekly; we need a key for the lobby alarm. Bin moved from wall to reduce fire risk and moved to railing. Louise to purchase key set for fire alarm	NY MM LR
4	To be done Still waiting for electrician to come and do PAT tests, he will advise if we need to replace existing hand dryers and fit new one in disabled toilet. We will ask him about water softener. Nicola to purchase carbon monoxide monitor and hand dryers	LR
5	A cleaner is needed for the hall. They will need a contract of employment, holiday entitlement. Hourly rate of pay £10. to work 2-3 hours per week may be required to do more if hall used for an event. Louise to write advertisement for cleaner in Hepworth Herald Nicola to be contact A caretaker is also required but this will be a voluntary role from a committee member. Discussed combining caretaker and cleaner role if the right person with skills came along. Louise to do a timed clean to verify what is needed.	

6	<p>Ground Maintenance</p> <p>Currently service provided by Vertas under contract. They require 6 months' notice to end contract. Move to decide on this next meeting when Garry is present</p> <p>Garry sent e mail to say he has tried to contact Richard at Wup-Doodle about repair of driveway, not been able to contact him. Garry will email Richard</p> <p>Nicola suggested applying pea shingle to car park-Nicola to seek quotes for this</p>	
7	<p>Tariffs</p> <p>The current hiring fees have remained the same for some years and it was thought necessary to increase the fees in line with inflation, but not to price ourselves out of the market. We compared ourselves to a similar sized hall at Stanton and based our prices on that.</p> <p>For residents we charge £40 for a 4-hour session and £55 for non-residents</p> <p>All day charge for residents £80 and Non-residents £110</p> <p>Hourly rate for residents £8, and £10 per hour for non-residents</p> <p>Some rates could be negotiated for residents Louise to enquire about rates for coffee morning.</p> <p>Louise to add new tariffs to Hepworth website and Village Halls Suffolk website</p>	All
8	<p>Curtains</p> <p>we will be purchasing new curtains for the hall. It was decided to buy in material and ask if people in the village with sewing skills could make them.</p> <p>Louise to put request in Herald and to obtain samples of fabric to show the committee.</p> <p>Some fabric was shown to the committee and estimated cost for all materials was approx. £300</p>	LR
9	<p>Revision of Pavilion website</p> <p>Some new photos have been uploaded onto Pavilion website and Village Hall Suffolk website. New tariffs and contact information to be added. Louise is current contact</p> <p>Louise to update websites</p>	LR
10	<p>Hall opening date</p> <p>Hall will open 17th May with 50% occupancy in accordance with government guidelines</p> <p>Louise to write to regular users re date of opening and give the fire safety information</p>	
11	<p>Date of AGM</p> <p>In view of Covid 19 the AGM will be postponed till Wednesday 23rd June 7.30pm and to have an open day with refreshments.</p>	
	<p>Next meeting</p> <p>19th April at 7.30pm</p> <p>Meeting ended 21.39hrs</p>	