

- 6pm party booking. **VS**
- 2.12** PM still to draw up an equipment loan agreement. **PM**
- 2.13** Katie now aware to focus on kitchen/toilets on the days when Pre-School leave out their equipment.
- 2.14** The marks left on the wall after the Young Farmers' do were caused by artificial smoke (gel-based) and can't be removed. They will remain until redecoration.
- 3. Correspondence**
- 3.1** Charity Commission had sent reminder about lodging accounts for 2007 year. Even though threshold not reached it was agreed to submit our financial summary. **DE**
- 3.2** Renewal notice for ACRE Village Hall Forum subscription received (£40 for 12 months); it was voted unanimously to renew this. **PM**
- 3.3** ACRE annual web-site details requested and supplied.
- 3.4** Supporting paperwork for Parish Council entry into village of the year requested and supplied.
- 4. Caretaker items**
- 4.1** Monthly electrical inspection completed without any issues other than there are still some lights out in the ceiling. Correct starters and tubes to be got from electrician. **JG**
- 4.2** One of the securing hooks for the front door is broken. JG said that they were inexpensive and tend to last about 6 months – but that it's better that they break rather than cause damage to the door. New ones to be bought and fitted. **JG**
- 4.3 Fire Risk Assessment**
Undertaken by Richard Hankin – full report awaited but some recommendations made but it was stressed that these are not obligatory but would should good due diligence defence if carried out:
- Check with supplier if green chairs whether they are combustible or not
 - Kitchen door should be a fire door and signed as such
 - Caretaker should have keys for the gas meter and the two cupboards outside the main door
 - Are the smoke alarms tested? If sop they should be shown on a test record sheet
 - Fire Exit signs should be tested monthly and recorded as such (this requires the mains electricity to be turned off)
 - Rubbish and boxes should be kept away from the boiler
 - Bins and recycling boxes should be in an enclosed area – this forms part of the Pre-school outdoor play area proposals **CH**
 - Oil-based paints should be removed from the storage room shelf
 - Caretaker should have a key to the Youth Group store area. AD has one that he'll pass to JF. JG to ask Sue Shapland who has keys **AD**
 - Drinking glasses in bar area should be stored on shelves **JG**
- Action plan to be drawn up once full report received. **ALL**
- 4.4** JP to check contents of First Aid box and ensure they are listed and maintained. **JP**
- 4.5** DE agreed to arrange diary of expiry/renewal dates for H&S (eg vermin control inspections, fire extinguishers, PAT testing, etc). **DE**
- 5. Bookings**
- 5.1** Parish Council happy to pay quarterly. **VS**

- 5.2 One problem with opening up for a Christening on 13th April. Apologies and a discount were given to hirer.
6. **Marketing the Clubroom**
Item carried forward to May meeting in Geoff's absence, **GL**
7. **Treasurer's Report**
- 7.1 DE had brought in work carried out into best energy deals. Considerable savings should be made if move to Scottish Power (from E-on) for electricity but no benefit in moving from E-on for gas. Unanimous vote to switch electricity supplier. **DE**
- 7.2 Bank statement passed to Chair and income/expenditure summary was circulated. Outstanding payments approved and cheques signed. DE to check whether £30 for paint to be reimbursed to Terry Higgins or paid directly to his son's company. **DE**
- 7.3 Donation of £164 received (via Dave Walpose) from Pauline Pridmore from proceeds of race night held in memory of John Pridmore. Note of thanks to be sent. **PM**
8. **Hallmark Scheme**
- 8.1 Level 1 and 2 failures were briefly discussed and action plans to be formed for Chair, Treasurer, Caretaker and Bookings Clerk. JG to co-ordinate with PM/DE/JF/VS. **JG**
- 8.2 Issues regarding changes to Hire Agreement and Indemnity Insurance to be discussed at May meeting. **ALL**
9. **Redecoration**
Sufficient emulsion paint purchased at trade rates via Terry Higgins. Best slot for repainting would be straight after Pre-school breaks up for summer break. AD to contact Jo Daft of Probabtion Service to see if labour can be provided – if not we'll undertake the task ourselves. **AD**
9. **AOB**
There was no other business raised.

Date of next meeting: 7.30pm Tuesday 13th May 2008