



Clubroom Management Committee Meeting

Tuesday 11th March 2008

Present: Paul Milner John Fieldsend Di Ellis John Gaskin
 Geoff Love Val Sorrell Caroline Hope
Apologies: Alan Dexter Helen James Jo Hunter Julia Powell

1. Minutes of previous meeting/Matters arising

- 1.1 Minutes of February meeting were agreed and signed as accurate.
- 1.2 Caroline Hope reported the Pre-School are still obtaining quotes for tarmac surfaces (wet 'n' pour unsuitable for car parking) and researching ideas for gates and storage. They hope to have more information for next month's meeting. **Pre-School**
- 1.3 A 2nd second letter has been sent to Focus/B&Q but still no response about paint donations. PM to speak to a B&Q buyer to check he has correct contact details. **PM**
- 1.4 Still awaiting gas invoice, which needs to be paid before a gas appliance check can take place. JF will chase British Gas again. **JF**
- 1.5 JG reported the smoke alarm he was to fit is not suitable for kitchen area, and will seek advice from fire risk assessor. **JG**
- 1.6 JG will seek advice from Neil Robinson as to where towel dispenser in gents toilet should be fitted. **JG**
- 1.7 Posters have been printed off and given to Helen James for the shop. **HJ**
- 1.8 No response yet from T James about light repairs. **PM**
- 1.9 Committee agreed that correspondence from ACRE on thresholds consultation should be dropped.
- 1.10 JG has repaired Velux window blind pole.
- 1.11 PM explained that a broom handle had made a hole in the cleaning cupboard door when AD went to open it. JG will find a replacement piece of board to mend the hole. **JG**
- 1.12 JF will purchase an extendable duster for removing cobwebs. **JF**
- 1.13 Val reported Titchmarsh have now paid.
- 1.14 Val has asked FOTS to liaise with JF regarding tables for their events. **JF**
- 1.15 PM agreed to draw up an equipment loan agreement. **PM**

- 1.16 Val will ask Katie (via AD) if she could clean the kitchen on the days when Pre-School leave out their equipment. **VS/AD**
- 2. Correspondence**
PM reported that he received a phone call from Mr Paul Blackman at 12.30am on 17th February, followed by a letter of complaint about the lateness and loud music from the YFC party. PM responded to Mr Blackman on behalf of the Committee to apologise and explain that we will continue to take into account all feedback when making future hiring decisions. An email was received from the YFC soon after the party to thank the Clubroom, and Mr Blackman's complaint was mentioned to them. PM said the YFC had offered to contact Mr Blackman to apologise.
- 3. Caretaker items**
- 3.1 JF reported electrical appliance testing went OK.
- 3.2 Katie to be asked to clean chewing gum marks off the wall following the YFC party. **JF**
- 3.3 Clock is working now batteries have been replaced.
- 4. Bookings**
- 4.1 Val reported a PCSO approached her via village website to hire the Clubroom for a community get together free of charge. She will direct him to the Parish Council to suggest he links with their annual meeting, or if he wishes to hire the Clubroom separately it will be £5 per hour. **VS**
- 4.2 FOTS have asked when they can collect tables on Friday 9th May ready for their Fun Day on the Saturday. Val will check with Sue Shapland from the Youth Group. **VS**
- 5. Marketing the Clubroom**
Geoff reported he had to date only received 3 responses to his email about a flyer in the Village Voice. The flyer will be going out next month. He will report more next month. **GL**
- 6. Treasurer's Report**
- 6.1 Bill from Anglian Water for an increase of £30 per year.
- 6.2 Letter from e.on to advise a unit increase of 14%. Di will carry out a u-Switch search to review our electricity provider. **DE**
- 6.3 Parish Council will be asked if they can pay their rent quarterly in arrears, rather than annual in arrears as at present. **VS/DE**
- 7. Hallmark Scheme**
- 7.1 PM emailed Pam Wilton from ACRE last week following the Hallmark inspection visit. She confirmed the Clubroom had failed on several counts:
- annual accounts should be presented to AGM having already been signed by Trustees at previous Committee meeting
 - minute book should be signed annually by all trustees when taking office
 - there should be an overall list of all trustees recording their names, addresses and terms of office
 - The committee's consideration of Clubroom insurance cover, which has to be renewed in July, should be recorded in July 2008 minutes.
- The Clubroom did not meet these highlighted standards in order to achieve Level 1 but could be re-inspected and at the same time apply for Level 2.
- 7.2 The Committee discussed the highlighted standards for Level 2 and agreed actions to take as follows:

- 1) PM to ask JP if she would take on responsibility for first aid box list and contents. **PM/JP**
- 2) Caroline to ask Mandy/Anne if their core H&S training includes fire extinguishers and if not, ask them to speak with the fire extinguisher providers about a course. **CH/
Pre-School**
- 3) DE suggested a diary sheet for diarising expiry dates for fire extinguishers, insurance, pest-free, etc. **DE/JF**
- 7.3** JG agreed to co-ordinate the Level 2 checklist and Level 1 re-assessment. **JG**
- 8. AOB**
- 8.1** Helen James will be handing over responsibility for Titchmarsh Babes to someone else from the Babes group, and we look forward to them contacting us soon. **HJ**
- 8.2** Caroline reported the Pre-School had an Environmental Health inspection visit recently and a few items were highlighted for action:
- cobwebs in the kitchen coving need to be cleaned. **AP**
 - fridges need to be maintained at a temperature of 8°C as the children's snacks and lunchboxes are stored there. **JF**

Date of next meeting: 7.30pm Tuesday 22nd April 2008