



Clubroom Management Committee Meeting

Tuesday 13th May 2008

Present: Paul Milner Di Ellis Alan Dexter John Gaskin
 Julia Powell Val Sorrell Caroline Hope Geoff Love
 John Fieldsend

Apologies: Carol Bassett Jo Hunter

1. Minutes of previous meeting/Matters arising

- 1.1 Minutes of January meeting were agreed and signed as accurate.
- 1.2 Caroline updated the Committee on the Pre-School's plans for an outdoor play area and confirmed they are currently applying for various grants. The proposals include tarmacking most of the gravelled area, replacing the shed with a shipping container and fencing off the bin area. They would also like to have a covered sandpit to the side of the entrance and possibly tile this area with removable outdoor safety tiles. Geoff Love confirmed he had approached John Greig about a quote for laying tarmac. The Committee suggested that before any tarmac is laid, it would be a good opportunity to look into the drainage impact. Geoff volunteered to look into this and work in conjunction with Caroline. The Committee raised no objections to these plans in principle, but requested a more detailed plan with a budget. **CH/
GL**
- 1.3 Still no response had been received from either B&Q or Focus for paint/equipment. It was decided to progress things ourselves (see later agenda item note).
- 1.4 Advice on the correct type of smoke alarm for the kitchen is to be sought from Richard Hankin (see later agenda item note). **JG**
- 1.5 JP will check where advertising poster has been displayed in Thrapston. **JP**
- 1.6 JG met with Brian Choot from T James who suggested lights had been wired wrongly. JG to ask T James if they can look at light fittings to test what exactly is wrong. **JG**
- 1.7 PM has sent notes of thanks to Tom Banham at Derek Jones' Paint Shop re. aluminium sheet and Pauline Pridmore ref donation.
- 1.8 JP still on the look-out for a long-handled feather duster for clearing cob-webs from beams/ceiling. **JP**
- 1.9 PM to draw up an equipment loan agreement. **PM**
- 1.10 DE has submitted our financial summary to the Charity Commission for the 2007 year.
- 1.11 Subscription for ACRE Village Hall Forum has been renewed and details for ACRE annual web-site have been supplied.

- 1.12 JG has bought and fitted new securing hook for the front door.
- 1.13 JP is checking contents of First Aid box to ensure they are listed and maintained. **JP**
- 1.14 DE will arrange a diary of annual expiry/renewal dates (eg vermin control contract, fire extinguishers, PAT testing, insurance renewal, etc). **DE**
- 1.15 VS confirmed Parish Council are now paying quarterly.
- 1.16 DE confirmed electricity supplier has been switched, it will take 6-8 weeks to take effect.
- 1.17 DE confirmed cheque for £30 for paint has been paid direct to Terry Higgins.
- 2. Correspondence**
- 2.1 Receipt from ACRE for Village Hall Forum subscription.
- 2.2 VS confirmed rate of £6/hour has been agreed for Ferrets event, and Clubroom has been booked for the full period.
- 3. Caretaker items**
- 3.1 Fire Risk Assessment**
- Recommendations from Richard Hankin's report are not obligatory but would show good due diligence defence if carried out:
- Rubbish and boxes should be kept away from boiler in store room. **JF**
 - Bins and recycling boxes should be in an enclosed area – part of Pre-School outdoor play area proposals **CH**
 - There is no written Fire Safety policy. PM & VS will incorporate this into Hire Agreement including clear procedures in event of fire and assembly point. **PM/VS**
 - Smiths should be asked to provide updated fire evacuation maps and fire assembly point. **JG**
 - Fire evacuations and fire drills: Pre-School should carry these out every 6 months and record. Fire fighting equipment should be used only by trained people. Can regular users confidently use it? Caroline to check with Pre-School. **CH**
 - There should be a smoke detector adjacent to kitchen door. JF to ask for more detailed recommendations (type, location, etc). **JF**
 - A hard wire installation test should be carried out. JG to ask T James how frequently this should be done since Clubroom refurbishment was only 3 years ago. **JG**
 - PAT test should be carried out annually (due May 2008) and include all plug-in items (including Hoover and floor scrubber). JG will arrange this with Nick Pridmore. **JG**
 - There should be a means of turning off gas mains in an emergency. AD confirmed tap is in gas box, and gas box key in the kitchen – details to be included in Fire Policy.. **PM/VS**
 - Emergency lighting and fire alarm should be tested and recorded monthly. JF confirmed he tests lighting regularly. PM will provide a record sheet. **PM**
 - Does an approved contractor maintain the fire detection system? JG will check whether this is the responsibility of Smiths or Nick Pridmore. **JG**
 - Fire insurance certificate – treasurer/secretary to advise and fill in. JF to clarify what this recommendation means. **JF**
 - Fire inspector could not find RCB protection in the Clubroom. AD confirmed switch is in the kitchen.
 - Fuses/circuit breakers should be correctly labelled. JG to arrange this with Nick Pridmore. **JG**
 - Boilers/heating should have adequate ventilation. AD confirmed they complied on installation and nothing changed.
 - Drinking glasses in bar area should be stored on shelves. (JG moved box of glasses to shelf in bar area after the meeting.) **JG**

- 4. Bookings**
- 4.1 Ferret racing on 7th June, timings tbc. VS confirmed tickets selling fast
- 4.2 VS confirmed a few bookings for parties, but generally bookings are down a little.
- 4.3 £108 due from Parish Council, and payment from Stitchmarsh is still due.
- 5. Marketing the Clubroom**
- Geoff Love showed the Committee a copy of the draft flyer he has had produced, which is due to be distributed with The Voice. **JL**
- 6. Treasurer's Report**
- 6.1 No bank statements received as yet, but income/expenditure summary was circulated. **DE**
- 7. Hallmark Scheme**
- 7.1 JG has looked through Level 1 and 2 failures to start forming action plans for Chair, Treasurer, Caretaker and Bookings Clerk.
- 7.2 Both the Hire Agreement and Health & Safety policy can be re-worded to incorporate Hallmark recommendations. JG asked Committee to look at how Hallmark recommendations can be incorporated into other agreements too. **ALL**
- 7.3 JG and DE are looking at trustee indemnity insurance. **JG/
DE**
- 8. Redecoration**
- 8.1 AD to contact Jo Daft of Probation Service to see if redecoration can be done over the summer holidays and what equipment needs to be provided by the Clubroom. **AD**
- 8.2 PM will mention redecoration in Titchmarsh Times and appeal for any donations of time and paint brushes. **PM**
- 9. AOB**
- 9.1 DE mentioned that Arrest-a-Pest provided an excellent quote to the Shop and suggested they could be considered as an alternative to Pest free when renewal due. **DE**
- 9.2 CH raised some items on behalf of the Pre-School:
- concrete surrounding drain cover has cracked again, so the cover is loose. **AD**
 - could the old wooden fencing etc behind the shed be cleared away please. **JF/
PM**

Date of next meeting: 7.30pm Tuesday 24th June 2008