



Management Committee Meeting

22nd April 2010

Present: Di Ellis Alan Dexter John Gaskin Val Sorrell
Paul Milner Claire Wallace Liz Townson

Apologies: Julia Powell John Fieldsend Geoff Love

1 Minutes of last meeting and matters arising.

- 1.1 Minutes of the March 2010 meeting were agreed and signed as accurate.
- 1.2 PAT testing – waiting for the shop to agree formally to join together with this, Pre-school was due to have theirs done in March and have agreed to have it done twice to come in line with every one else. **JG**
- 1.3 Sign light has been done.
- 1.4 Issue with the outlet valve on the Bouncy Castle still needs to be resolved **GL/JF**
- 1.5 Boiler and cooker have been serviced. John F to follow up the recommendations on the safety certificate, and sign it for completion **JF**
- 1.6 The application for the new alcohol license for the Clubroom is in progress, John G and Val to finish off. **JG/VS**
- 1.7 Bouncy Castle hire agreement completed, Val will send it to anyone wishing to hire the Bouncy Castle.
- 1.8 Dyson Air Blades – Drage Electricals looked at how much it would cost to install, plus the units themselves. At approx £3000 in total it was agreed this was not viable.
However, Drage Electricals did notice a possible problem with one of the fuse boxes. John G has asked them to give more details as well as how much it will cost to rectify.
Use of the Z towels which are causing the cost problem is by pre-school only. It was agreed to use up the current supply and then not order any more. If pre-school prefer them they will be approached to buy their own. The automatic paper towel dispensers do not work as well as they should John G to review this with Neil who installed and supplied them **JG**
- 1.9 Preschool waiting for awning quote, size is deeper than originally thought. **CW**
- 1.10 John F to ask John Grieg about the photos of the clubroom. **JF**

2 Correspondence

- 2.1 ACRE membership certificate received, to be laminated for display. **PM**
- 2.2 Looking Glass Theatre has been sent the deposit but no confirmation received yet. Carry forward to next meeting. **JP**

- 3 Caretaker Items/Health and Safety**
- 3.1 Tube lights in the ladies toilet are now working properly
- 3.2 The comments book was looked at. All issues raised in the comments book have been dealt with. Needs to be signed as done when each issue is resolved. Comments book to be a regular part of the agenda. **JF**
- 4 Bookings Update**
- 4.1 May 6th is booked from 6.30am to 10pm plus some clearing away time. The Pilates lady can be slow to pay but Val has it in hand. **VS**
- 4.2 Phil Dexter is still getting some e-mail enquiries re bookings. Check with Sylvia where the e-mails to info@titchmarsh and bookings@titchmarsh go to be sure the information is up to date as they do not always seem to be responded to. **LT**
- 5 Treasurers Report**
- 5.1 Statements were handed to the chair.
- 5.2 An income and expenditure summary was circulated. We are in credit with Scottish Power.
- 6 Solar Panels - Bring to next meeting** **GL**
- 7 150th Anniversary**
- 7.1 Should have a Victorian theme. Discuss this in more detail at the next meeting when everyone will bring lots of ideas for a brainstorming session. **ALL**
- 8 New members - Still need to recruit some new members if possible.** **ALL**
- 9 AOB and date of next meeting**
- 9.1 CW – fence to the left has some nails coming through. And the threshold strip between lobby and hall is coming up in the middle and is a trip hazard. John G to look at both **JG**
- 9.2 **Caretaker Role** – John G and Paul went through a year’s worth of bookings: Jan-May and Sept-Nov are busier than June-Aug and Dec. Working on the basis that a regular booking requires half an hour of caretaker time to open up and close, and other functions take an hour, the busy months average at 8hrs/month and the quieter ones at 4hrs/month. Additional tasks (H&S checks, meet Pest Control, maintenance, etc) averages out around 2-2.5 hours a week. At a rate of £10/hr to allow for the anti-social hours, 10 hours/month would cost £100 – this is £1200/year that we are not currently paying out, in addition to Bookings clerk & Cleaner (used to be all in one role – albeit nowhere near to current standards or levels of bookings). The Committee needs to consider whether and how it will fund this additional cost. One option could be to go back to allowing hirers to have keys and lock up behind themselves, reducing the amount of caretaker time - a backward step in control of usage time/payments and condition of room. Di will review the standing charges to get an idea of expected expenditure. Paul and John G to discuss the role/hours/pay with John F Needs a job description. **DE
JG/PM/JF
PM**
- 9.3 Next meeting - Tuesday 25th May, 8.15pm **at John’s house** **ALL**