



## Management Committee Meeting

**Wednesday 19<sup>th</sup> August 2009**

**Present:** Di Ellis      Alan Dexter   John Gaskin   John Fieldsend  
 Geoff Love    Julia Powell   Val Sorrell    Carole Bassett  
 Paul Milner   Liz Townson   Claire Wallace

**Apologies:** Jo Hunter

**1      Minutes of last meeting & matters arising.**

- 1.1      Minutes of the July meeting were agreed and signed as accurate.
  - 1.2      Welcome packs have been completed.
  - 1.3      'In case of fire...' signs have been obtained and will be put up in kitchen, main hall and near entrance. Fire Assembly point will be at the entrance gate with a sign on the back of the notice board identifying it. **JF**  
 John G to investigate recommendations for/costs of a fire alarm and to redraft the sign on the notice board. **JG**  
 Preschool to re-draft their fire drill sign. **CW**
  - 1.4      Illuminated Fire Exit sign - £70-£80 for a new fire exit sign including fitting. John G to organise purchase and fitting. The radiator cover has been fixed. **JG**
  - 1.5      Clubroom sign – John G provided sample of colours for the sign (green with cream writing). The font will be similar to that of the village shop and it will have a rectangular frame. Costs of sign £220 plus VAT and cost of fitting £60 plus VAT. All in favour of going ahead. **JG**
  - 1.6      Recycling bin has been ordered, waiting for delivery. **AD**
  - 1.7      Geoff and John G tested out the bouncy castle for ease of storage and operating (approx 5mins to inflate, 10mins to deflate). John G to arrange time to show Alan and John F how to set it up for hirings. **JG**  
 John G has provided a trolley to store and move it around on. Geoff will buy some more bungees to hold it in place. **GL**
  - 1.8      Titchmarsh Babes have managed to clear out some toys to make a bit more storage space. John G has stored the ladder on some ladder hooks. Quite difficult to manoeuvre the ladder due to its heavy weight so he will look at costs of different types of aluminium ladders. **JG**
  - 1.9      Projector screen is in place.
- 2      Correspondence**  
 None received

<b>3</b>	<b>Caretaker Items and Health &amp; Safety</b>	
3.1	Fire signage covered in matters arising	
<b>3.2</b>	<b>Cleaning matters</b>	
3.2.1	Horticultural Society feedback ref toilets – there were a number of issues raised:	
	<ul style="list-style-type: none"> <li>• Toilet roll holders felt to be unfit for purpose. These will be replaced</li> <li>• Disabled toilet door unlocks by itself. The lock is designed to be able to be opened from the outside in case of emergency. The operation was tested and found to be working properly but it does need to be closed correctly to remain shut whilst toilet is in use.</li> <li>• Paper dispenser is erratic – John F to ask Neil Robinson to look at all the automatic paper dispensers and check that they are working properly.</li> <li>• Spurge pipe in gent’s toilet needs cleaning due to a build up of lime scale. John G to see what will remove this.</li> </ul>	JG
	John G to respond to complaint by e-mail	JF JG JG
3.2.2	Titchmarsh Babes feedback:	
	<ul style="list-style-type: none"> <li>• Floor flooded twice due to leak in disabled toilets - thanks to Alan for helping to clear up both times. Leak traced to problem with ballcock and fixed by plumber.</li> <li>• Floor dirty on a couple of occasion – needed extra sweep up. John F to get Neil Robinson to show him how the floor buffer works</li> </ul>	
	Paul and Alan discussed the problems of cleaning prior to meeting. Alan to talk to Katie to see if she can manage and wishes to continue. Situation will be re-assessed at next meeting, during which time bookings will have picked up and usage will be nearer to normal.	JF AD
<b>4</b>	<b>Bookings update and Events</b>	
4.1	Bookings are picking up again. A new Pilates session starts in September - participants have signed up for a ten-week course at present.	
4.2	All the TENs have now been issued for the year. New legislation is being proposed that will allow more than one person to be the named supervisor for licensed premises. This may give the option of the committee members being the supervisors. It may still be possible to request TEN for private functions that committee members will not be attending. Val to look into this to see if it would be a viable option.	VS
4.3	40s Night – posters and fliers will be sent by the theatre company for advertising. The Clubroom is obliged to display a poster during performances advertising the sponsor of the event. Tickets will be £10 per head to include food. Alan will ask the local Fish and Chip van if they would provide food for the event. Choice of fish or chicken and chips to be decided when tickets are ordered. Tables to be laid out a la Street Party style	AD
<b>5</b>	<b>Treasurer’s report</b>	
	An income /expenditure summary was circulated. The end of the financial year for the Clubroom is approaching and the annual financial statements will be prepared for the September meeting ahead of the AGM in October.	DE
<b>6</b>	<b>Energy Conservation</b>	
	Geoff to look at the feasibility of solar panels either to heat the water or to generate electricity for the clubroom to use.	GL
	There is an energy saving scheme for community groups available from the government in conjunction with British Gas. More information available at <a href="http://www.britishgas.co.uk/greenstreets">www.britishgas.co.uk/greenstreets</a> . Geoff will look into this although the closing date for projects is August 31 <sup>st</sup> .	GL

**7 AOB**

A table tennis table has appeared in the store-room; there is not really room for it and no-one seemed sure who it belongs to. Paul/John G to look at it and try to determine the owner.

**PM/JG**

**Next meeting Thursday 24<sup>th</sup> September, 7.30pm**