



Management Committee Meeting

26th May 2009

Present: Paul Milner Di Ellis Alan Dexter John Gaskin
Val Sorrell John Fieldsend Jo Hunter
Liz Townson

Apologies: Geoff Love Caroline Hope Julia Powell

2. Minutes of previous meeting/Matters arising

Minutes of the April meeting were agreed and signed as accurate.

Welcome packs – carry forward

GL

The emergency light and the door latch have been repaired.

Sign with play group telephone number – carry forward

LT

Cooker – Corvee came to inspect the cooker and will be sending a report to John G. Apparently if the hob lid is down, all the gas automatically shuts off. Wait for the official report but will probably need to make an instructions sign. John F to chase up the report as it has been over two weeks

JF/JG

Tables were cleaned.

Bouncy Castle – Geoff has been in touch and the bouncy castle will be coming next week.

Plays and performances – carry forward.

Trustees Report – Di and John have almost completed the report. More details of the names of trustees between 01.09.07 and 31.08.08 are required.

Cleaning – Paul reports that there have been a few grumbles about the cleaning. At present three hours cleaning per week are funded - usually two hours on a Sunday and one hour in the week. It is difficult to get in to clean adequately in the week when pre-school have left their stuff in the kitchen overnight. Paul will ask Caroline to discuss this with pre-school especially as paints and glue pots/brushes should probably not be cleaned/stored in the kitchen. A 'diary' of what cleaning is done and when will be kept over the next month to see if it ties in with any more possible complaints. Hopefully this will highlight when the cleaning is best done and whether three hours is enough.

AD

Fire Signs – The hirer is responsible for safety in the event of a fire. Hire agreement is to have attached the location of emergency exits and devices, isolating utilities and what to do in case of fire information and the hirer is to acknowledge sight of them. John G to amend the wording of the agreement. Jo H son to advise about correct signage etc.

**JG/
JH**

3. Correspondence

None

4. Caretaker items

› No electrical problems. John F asked if there could be a latch on the kitchen door and store room door. Jo H to check if this is OK with fire regs as the kitchen door is a fire door.

5.

Bookings update

Busy weekend/week coming up with a large wedding and the election. Voting booths will be delivered Wednesday (3rd) pm – John F to check they have arrived.

6. Treasurer's Report

An income/expenditure summary was circulated to the committee

Both the electricity and gas bills have gone up. Pre-school have paid for the shed fencing work – no invoice has been received yet for the fencing of the bin area.

7. Bouncy Castle – covered in matters arising – the cheque for payment was cashed 12.03.09.

8. New Sign – John G asked Derek Jones to provide some samples of possible signs. He will continue to pursue this with some estimates as well.

9 AOB

Alan D – the storm drain was blocked with sand/grease last week – Paul to add this to the list of things to talk to Caroline about. Philip Dexter is still getting calls about hiring the clubroom. John G to find out where the caller got his number from.

Jo H – Kevin Shapland has offered the clubroom a projection screen for £10-00 which he will then donate to TYG. All present in favour.

Next meeting will be Thursday 25th June at 7.30pm