



Management Committee Meeting

22nd July 2010

Present: Paul Milner John Gaskin Di Ellis Alan Dexter
 Julia Powell John Fieldsend Jude Collini Liz Townson
 Claire Wallace Val Sorrell

Apologies: Geoff Love

1 Minutes of last meeting and matters arising.

- 1.1 PAT testing arranged for 27th October. All village amenities involved aware. **JF**
- 1.2 Val and John continue to work on the licensing application. **VS/JG**
- 1.3 Drage Electricals will do the work on the strip lights week beginning 26th July
- 1.4 Copper pipe partly lagged, Alan to finish off. **AD**
- 1.5 Holding back the store room door is a problem as its set too far back in the wall. John G to look again to see if it can be improved by moving the hooks (again!) **JG**
- 1.6 Pre-school have been formally advised of the rise in session hire.
- 1.7 Regular Clubroom users still to be asked if they would like to contribute to the 150th Anniversary celebrations. **PM/LT**
- 1.8 Miles Routley has been given the go ahead to put in the outside tap.
- 1.9 Dan Colby has been asked to look at the water pressure problem. **JF**
- 1.10 Hostess trolleys have been dealt with.
- 1.11 Surestart have booked two sessions for the summer holidays with Titchmarsh Babes. Jude has a key for the gates so that the babes can be kept safe.

2 Correspondence

- 2.1 The Food Standards and Hygiene Authority have requested an audit be completed for food business premises. Although the Clubroom is not a food business, it falls into a grey area for this audit. It has been completed, stressing at all stages that we are not a food business premises. **PM**
- 2.2 A complaint was received about inconsiderate parking by those using the Clubroom. A piece has gone into the Titchmarsh Times asking for care to be taken when parking near the Clubroom.
- 2.3 Clare has stepped down from her position as Vice Chair of the Pre-school Committee. Stacey Bailey will be taking her place. Clare will consider returning to the Clubroom Committee after the summer break.

- 3 Caretaker Items/Health and Safety**
- 3.1 New rolls of white paper towels required and two new black dustbins – Alan to buy. **AD**
- 3.2 Main door needs a new latch to hold it back – John G to fix. **JG**
- 3.3 Pest Free came to do their regular check – all OK although could not get into the loft.
- 3.4 Michelle on holiday week beginning 26th July – John F will ensure the Clubroom is clean etc for any bookings that week. **JF**
- 4 Bookings Update**
- 4.1 ENDC would like to book the Clubroom all day on 5th May for local elections for £170. Val to confirm this as OK. **VS**
- 4.2 Pilates – the classes have been amalgamated.
- 4.3 Shape up and Slim lady would like to change her times if possible to increase likelihood of keeping going. This may be possible depending on the future plans for some of the other regular hirers. Val to keep on eye on this. **VS**
- 5 Treasurers Report**
- 5.1 An income and expenditure summary was circulated.
- 5.2 The electricity bill continues at £1 per month although this will end soon.
- 5.3 The insurance premium is due – Di to speak to Sue Shapland re Youth Group's share of this cost. **DE**
- 6 150th Anniversary**
- John F to continue dialogue with John Grieg about using old photos of the village currently in the care of the Local History Group. **JF**
- 7 AOB and date of next meeting**
- 7.1 **CCP Playdays** – the Easter activities hosted by CCP resulted in them being presented with a bill for £44 for the extra cleaning required to remove stubborn black marks on the floor made during the last session. Initially CCP agreed to pay but have since reneged on this, offering £10 only. As yet they have not responded to our letter stating this as unacceptable. We have since learned via the Parish Council, who arrange the booking, that the Clubroom has been taken off the rota of venues for the summer activities (despite being the one with the highest attendance). John G and Paul to draft a response to the Chief Exec of CCP, copying in ENDC with whom they work in partnership, and the Parish Council to try to resolve the situation. **PM/JG**
- 7.2 **Hire agreement** – needs a more robust statement in it regarding recovery of additional costs incurred for cleaning, breakages etc to avoid a situation as above occurring again. **VS**
- 7.3 **Village spaces** – the committee is aware that with the removal of the Church pews and the building of a new School Hall there will be four venues in a small village available for hire. The implications of this on future bookings remain to be seen.

Next meeting: Wednesday 25th August 7.30pm