

Welney Parish Hall Management Committee

Minutes of a Committee meeting held at the Parish Hall, Welney, at 7.30 pm on Tuesday 29th April 2003.

Members present:

Council Representative Members: Clr. Pat Rix (Chair, Welney Parish Council), Clr Steve Kerr.

Parishioner Members: Mark Farrow, Karen Fleming, Peter Cox & Roger Giles, all of whom had been duly elected to the Committee on the 23rd April 2003.

This being the inaugural meeting of this Sub-Committee of the Welney Parish Council there were no previous minutes to approve or matters arising.

- Action
by**
1. **Apologies:** None
 2. **Election of Officers:**

PC reported that he had been the Treasurer for the last few months of the old Committee, and since the resignation of that Committee in February he had continued as acting Treasurer for the Council and had also dealt with the general administration of the Hall. He said he would like to continue the combined duties, if the Committee wished him to, but he could not manage the minutes as well.

The Committee then unanimously appointed the following Members to be Officers.

 - (a) **M. Farrow to be Chair:** Proposed by RG, seconded SK
 - (b) **S. Kerr to be Vice Chair:** Proposed by KF, seconded RG
 - (c) **P. Cox to be Treasurer & Correspondence Secretary:** Proposed by RG, seconded MF.
 - (d) **K. Fleming to be Minutes Secretary.** Proposed by RG, seconded SK
 - (e) **R. Giles to be Functions organiser:** Proposed by PR, seconded MF.
 3. **Appointment of other Officials:**
 - (a) **Hall Licencee.** Mrs Pat Rix, who is willing to continue. All agreed.
 - (b) **Bookings Clerk** is currently Mrs Wendy Redman, who is willing to continue. All agreed.

These officials are not members of the Committee.
 4. **Appointment of Bankers.**

PC reported that the funds are currently held with Barclays Bank, but a new Bank mandate is needed to authorise new (replacement) signatories. PC said only 3 signatories were allowed for free banking of whom only 2 need actually sign. PC said he did not wish to be a signatory, and that would mean that three members would be involved in each transaction.

It was **resolved** unanimously to re-appoint Barclays, and that the signatories would be MF, KF & RG. Cheques to be signed by any two. A new mandate form was completed and signed, and the new signatories were handed forms to be returned to the Treasurer with personal details needed by the bank.

**MF
KF
RG**
 5. **Emergency and safety Equipment.**
 - 5.1. **First Aid Box.**

PR showed the Committee the box and it was considered inadequate. PR to purchase a new box to comply with Hall requirements.

PR
 - 5.2. **Fire equipment.**

PC showed the Committee the fire equipment and said he considered the blue 1kg powder extinguisher in the kitchen to be inadequate and positioned too high up. He also thought the fire

blanket is too far from the cooker. SK agreed to reposition both. PC said he thought the two water cylinders in the main Hall were too heavy and unwieldy for many people, and were not suitable for electrical fires (eg the heaters and old wiring) and proposed we obtain additional 2kg powder ones which are suitable for all fires and easy to handle, plus appropriate signs. Agreed. PC also pointed out that the fire door notices do not comply with current requirement to be visible in the event of a power failure. PC said he would look for replacements and also fluorescent material to make the push bars on the fire doors visible in poor light. **SK**
PC
PC

6. Electricity Slot-meters.

PC showed the Committee how to read and empty the two meters. It was agreed that in future the meters would be read and emptied at Committee meetings and witnessed and minuted. The meters were then read and recorded as 142 and 899, and compared with the previous readings of 134 and 887, which showed the £20 collected and handed to the Treasurer was correct.

7. Any other business.

7.1. Extractor fan.

PC reported that the extractor fan near fire exit to ramp is broken. SK said he could get a second-hand one to replace it for £10. **SK**

7.2. Hall tariff.

There is concern that current charges barely cover costs and a review is needed. PR to try to establish what Christchurch and Lakes End charge. **PR**

7.3. Committee constitution

MF will copy old Constitution to all members for perusal. **MF**

7.4. Mid-summer fund-raising event

The Cricket Club plans to hold a fund-raising day in July. It has been suggested that the Hall make this a joint venture with events over a whole weekend. RG to liase with John Loveday. Hopefully, RG & JL to produce publicity for next Welney News, deadline 10th May. **RG**

7.5. Weeds around Hall

The strip of land against the side of the Hall has become weedy and needs tidying. RG offered to treat with Roundup, then re-seed later. **RG**

7.6. Water Gala

A discussion on whether to go ahead this year. Possible building works along the Bedford Bank East would make it difficult to hold an event of any scale along the riverbank. Decision deferred until we can assess the response to the July event. KF to do a brief report for the Welney News

7.7. Frequency of Meetings

MF suggested we meet monthly at first as there are many things to discuss, but due to holidays it was not possible to meet again until June.

8. Date of next meeting: Tuesday 10th June 2003 at 7.30pm in the Parish Hall

9. Meeting closed: 10.00pm

These minutes were read and agreed as correct on:.....

And signed by the Chairman.....