

HELPSTON & ETON COMMUNITY ASSOCIATION
Minutes of General Committee – Held in The Bluebell
Wednesday 10th February 2010

<u>Present</u>	Trevor Valentine	Chair
	Ian Robertson	Treasurer
	Tammy Tushingam	Secretary
	Caryn Thompson	Booking Secretary
	Shirley Field	Luncheon Club
	Geoff Crookes	
	Chris Gray	

Apologies Eric West, Joyce Stanton, Kate Hinchliff,

Guest Mike Dorgan-Davy

Previous Minutes

Minutes from meeting held on Tues19th Jan 2010 agreed as true. Proposed CG seconded CT

Matters Arising

PA System: TT had spoken with insurance company who confirmed that the PA System would NOT be covered by our insurance if we hired it out. After further discussion it was agreed that we would hire the PA System out, AT OUR DISCRETION, and that the hirer would sign to agree that they would have to replace or repair the system if it becomes damaged whilst in their care.

Action: CT to amend booking conditions so they reflect this condition.

Fire Regs: Confirmed by TT to CT that the revised Fire Regs (Sept 09) should be attached and given out to ALL hirers of the hall – not just the regular users.

Action: CT will incorporate Fire Regs in body of booking conditions

Proposed Village Housing Development

A comprehensive presentation was given by Mike Dorgan-Davy regarding the two proposed developments of 61 houses in Helpston. See document attached. General feeling was that the development would be contested by the village. The time to write in and object to the proposals will not be until beginning of March 10 and the village will be notified of “next steps” of action by MDD.

Village Hall Training Day Sat 16th Jan 10 – Management Committee List

A comprehensive list of action points had been taken by TV and it was decided to work through each point and deal with it - allocating responsibilities (if required) as we went.

Insurance: The following has been confirmed by our Insurance Company Village Guard:

Re-build cost has now been reviewed and our re-building cover increased to £260,000.

Private individuals hiring the hall ie for children’s parties ARE covered by our public liability insurance. We requested the removal of the subsidence clause as it was felt the hall had been there long enough and had shown no signs of subsiding

Employer’s liability is a legal requirement which covers not only employees but volunteers & trustees.

Insurance cover extended for three years which will give reduced price

Freezer contents is standard cover within the policy & therefore cannot be removed

TT had received a further additional information sheet from Village Guard requesting confirmation of any cover being required for items stored in the village hall i.e. bowls equipment. If cover is required the items must be notified to insurance company and specified on policy.

Action: TV to confirm with Bowls Club if their equipment is covered under the Bowls Club insurance. TV to report back at next meeting.

Action: TT to let Parish Council have a copy of our Insurance Document.

With regard to insurance, PP had asked if our cleaner was self-employed. Defined by her supplying all her own cleaning equipment. We said this was the case but to be confirmed.

Action: IR to speak with cleaner to confirm that she has her own insurance and that she does supply all her own cleaning equipment.

Action: IR also to establish who is responsible for the regular purchase of items such as loo roll, paper towels, soap in addition to the cleaning products which we have to supply for hirers of the hall, as this is currently very hit and miss and we often run out!

Trust Deed and Change of Name

As advised by Philip Peacock of Cambs ACRE, the original Trust Deed dated 28th December 1972 is not only the lease to the land but our Governing Document and as such overrides any later constitution. However, as there was discussion about exactly how this came to be and as none of the Trustees present could remember exactly PP's explanation it was decided that TT would speak further with him.

Action: TT to contact PP for further explanation.

Village Hall Policies

As advised by PP the following policies should be created and regularly reviewed by the Trustees:

Child Protection Policy	KH
Health & Safety Policy	TV/CG
Environmental	?
Equal Opps	?
Model Rules/ Hiring Policy	CT/TT

Action: Trustees to carry out relevant action as per Trustee training day and to report back to Committee when complete.

Accident Book

This should be kept by the First Aid box. Can be purchased in WH Smiths.

Action: SF to buy Accident Book and put with First Aid box

Action: CT to add this information to the Hirer's Agreement

Wine Tasting Evening

Brief discussion (due to time) about the event. Decided that CG/TT/TV/CT would be able to help set up the hall. TT to source adverts. CT/TT/KH to organise food. Donations for raffle prizes and food items requested from all.

AOB

There was no business

Date & Time of Next Meeting

Thursday 15th April at 8pm in the Bluebell

Village Hall Wine Tasting

Confirmed to be held on Friday 5th March. Phil Amps will commence at 7.30pm so people need to be sat by 7.15pm – should take about 90 mins. Tasting will consist of 5/6 wines, committee to arrange “nibbles”. Bottles of wine can be purchased after the event – supplied by Phil who will also provide glasses. After much discussion it was decided that tickets would be £10 per person - £5 of which will go to Phil Amps. To be viable we need to sell at least 50 tickets. Although the hall can take 100 people the tasting should have no more than 80 (10 tables of 8). All proceeds to go to Village Hall Development Fund. Tickets can be obtained from either TT or CT. Evening to include a raffle.

Action: TT to apply for TENS & to ask Tony Henthorne to produce posters

Action: All to try and locate raffle prizes for evening

AOB

Nothing – primarily because it was decided that any further items from the Village Hall Training Day should be discussed at the next meeting.

Date & Time of Next Meeting

Wed 10th Feb at 8pm in The BlueBell