

Minutes of the Jubilee Hall Committee meeting held on Tuesday 21st May 2019 at 7.30pm in the Hall.

Present: HC, LW-M, LS, SG, AR, MS, JB, PV

1. **Apologies:** GW, HN, AL.
2. **Minutes of the meeting of 26th March 2019:** Signed as correct.
3. **Matters arising:** Electricity Certificate not yet received, nor invoice for work PV to follow up with Hussey's. Fire Safety Inspection – not on Agenda as GW not here, Agenda item next meeting. Access to school playground via rear of Hall -heard today from Headmistress work to take place next Thursday and Friday. Parking HC and LW-M to speak to Mr and Mrs Cheasley.
4. **Correspondence:** Nothing.
5. **Treasurer's report:** No report as HN absent. Statement regarding Big Screen circulated. Cheque given to LW-M from JB for hire of Hall from Badminton. LS volunteered to work as Treasurer until HN well again.

6. Maintenance:

Repair to floor	SG has in hand
Painting stage edge	Completed
Woodworm panel replacement and treatment	PV has in hand
Damaged hinge on chair store door	MS and GW
Downpipe	MS and GW
Check brackets for hanging baskets	PV
Hinge of store cupboard in chair store	MS

Outside lights have been repaired, new fitting to be purchased for chair store. Ditchheat players repaired toilet at rear of building.

7. **Gas safety Valve:** Following fire safety inspection point raised that needed action was to fit an isolation valve for gas supply to cooker. As cooker is old and there is a problem lighting one of the ovens with matches, and gas supply to rings can be turned on inadvertently it was agreed to replace cooker rather than fit a safety valve. After discussion it was suggested a gas cooker would be best so the electrical supply is not overloaded. HC and LW-M to bring suggestions to next meeting.
8. **Glastonbury:** LW-M asked members of committee to be on standby to cover duties of HN and AN if necessary. Rota will be sent out by 1st June.
9. **AOB: JB Health and Safety Risk Assessment.-** JB circulated documents and talked through the reasons behind and way to format a risk assessment. It was agreed that he would carry on with draft risk assessments for most areas. HC to complete for kitchen and to include chemical data sheets for materials used for cleaning.
SG: Disabled Parking space, after discussion agreed we should have a marked bay outside the Hall, size and place to be decided at next meeting along with other parking issues.
JB suggested floor needs recoating, he will contact HC and LW-M to clean floor on a Friday before MS and JB seal on a Saturday.
Valley Home Improvements to fit new Emergency Exit Door on Friday LW-M to open hall for them.
10. Date of next meeting 23rd July at 7.30pm in Jubilee hall.

Meeting closed at 8.35pm