

DRAYCOTT MEMORIAL HALL
Minutes of an extraordinary meeting of the Memorial Hall Management Committee
Tuesday 10th December 2024

2024.12.01 - PRESENT

Martyn Warne (Chairman) MW, Miles Whittle (Vice Chairman) MWh, Rob Elliott RE Chris Fulton CF, Clive Harris CH, Sarah Knight (Booking Secretary) SK (part).

2024.12.02 - APOLOGIES

Roger Reeson (Treasurer) RR, Marcia Filer MF, Steve Young SY, Lewis Wade (Cinema Group) LW Jeff Monks (Mendip Players) JM.

Roger Dollins, representing the parish council did not stay for the meeting as there was no parish council items on the limited agenda which concentrated on reviewing official Hall documentation

2024.12.03 - MINUTES OF LAST MEETING

The minutes of the last meeting held on 12th November 2024 were deferred until the next full meeting of the committee.

2024.12.04– TREASURER’SREPORT

Approval for the expenditure – additional payments for November 2024 since the November meeting have been authorised by both the treasurer and chairman and were accepted by the meeting. Total expenditure was £3,042.28. Approval of the total expenditure was proposed by CF and seconded by RE.

2024.12.05 - 100 CLUB

The monthly draw for November was made at the meeting and the winners were: -

1 st	£50	No. 111	Jeff Monks
2 nd	£25	No. 19	Miles Whittle
3 rd	£15	No. 96	Roger Peel

2024.12.06 – DOCUMENTATION REVIEW

Constitution - ongoing RR, SY, MW

Conditions of Hire – ongoing

Instructions to Hirers – reviewed by RR and MWh. various minor changes made. Section on switches on the stage to be rewritten with addition of photo. ‘In case of fire’ section needs to be added. MWh and RR

Procedures of Hiring – reviewed by CF. Minor changes made.

Risk Assessment – reviewed by MW. Minor changes made. Annual risk assessment check needs to be scheduled in for 2025.

Emergency Lighting Checklist RE Updated in December

2024.12.07 - ANY OTHER BUSINESS

Gents’ urinals repaired.

RE has produced a set of Emergency Fire Exit Drawings showing the route to the Fire Assembly Point which will be placed on each of the emergency exit doors. Consideration to be given to asking a fire officer who lives in the village to review our signage and documentation.

DRAFT MINUTES

Next Hirers Meeting confirmed for 9th January. If Thea Oliver unable to do presentation on Safeguarding, will replace it with question and answer session on Hallmaster.

2024.12.08 - DATE OF NEXT MEETING 14th January 2025

There being no further business, the chairman thanked everyone for their attendance and the meeting was closed at 20:20.

A handwritten signature in black ink, appearing to be 'AS Hill', written over a horizontal line.

Acting Minutes Secretary – Draycott Memorial Hall Management Committee

Minutes signed as a true copy.

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Chairman or Vice-Chairman

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Date