

MARK COMMUNITY ASSOCIATION

Committee Meeting Minutes – 5 pages Mark Village Hall, Vole Road, Mark at 8.00 pm on Wednesday, 18 September 2024

PRESENT: Jan Horn Chairman
Ashley Dewbery-Case Treasurer
Karen Smithies Secretary
Jendy Weekes Booking Secretary

PRESENT: Sadie Champion Jon Glauert Zoe Kayira Vic McArdle
Ellie Whiddington

Apologies: Paul Hutchings Nic McCarthy Marion Pudner Rob Pudner
Kate Wright

1. **APOLOGIES** **ACTION**
Apologies were received from Paul Hutchings, Nic McArthy, Marion Pudner, Rob Pudner and Kate Wright.

2. **MINUTES**

The Minutes of 17 July 2024, previously distributed, were approved and signed by the Chairman.

3. **MATTERS ARISING**

Nothing to report.

4. **TREASURER'S REPORT** **ADC**

ADC reported that so far hall lettings stood at £2,299 which was quite a bit down from last year. Unfortunately we had made a loss of just over £1,200 for the Family Fun Day held last month. Grants/Donations stood at £20,075 for the lighting and heating. Repairs and Renewals were £1,056.

5. **FUND RAISING EVENTS**

i. **Future Potential Fund-raising and Events**

Family Summer Fun Day - Sunday, 24 August 2024: Unfortunately we had made a loss of just over £1,200.

Quiz - 4 October 2024: The following was agreed:

- five tables of four were still available with tickets being sold on TicketSource; and JH to see if a last-minute advert could be placed in the October issue of the Parish Magazine;
- tables to be set-up at 4.00 pm on the day;

JH

ALL

26.

ACTION

- packets of crisps from Bookers to be placed on each table (free) with the rest to be sold behind the bar;
- Committee members to bring raffle prizes beforehand with raffle tickets being sold on the door by JW/MP; bottles of wine to be bought by JG; and the list of purchased tables to be on the door;
- PH and two helpers to collect drinks orders direct from the tables and serve behind the bar with ADC collecting the money;
- JH to hold 'Tops and Tails' at the interval; and
- JG had bought a bottle of whisky as a thank you to Kevin Osman.

JW

ALL

JW/MP

JG

PH/ADC

JH

ABBA Tribute Band - 2 November 2024: The following was discussed/agreed:

- Tickets/Advertising: JH reported that so far 10 tickets had been sold; large posters are in the pipeline with all the information on the TicketSource website; JH to send information to JW who will put details on the hall's website; JW to look into putting this into the Isle of Wedmore magazine, OpenReach and www.burnham-on-sea.com;
- Band: KW to co-ordinate with the band for food and timings. The doors will open at 7.00 pm with a start time of 7.30 pm. Dance music will start the evening, followed by the band at 8.15 pm, then music followed by the band; and
- Drinks: We had some drinks left over from the Family Fun Day which will be used for this evening; JW to apply for the licence and additional supplies to be purchased from Bookers.
- We need volunteers to run the bar please.

JH/JW

KW

JW

ALL

Children's Christmas Party - 7 December 2024: EW asked if we were happy for her to go ahead with the same format as last year. This was agreed so she will start to look at this in the coming weeks.

EW

Village Hall's 40th Year Birthday Party: It is the hall's 40th Anniversary in November 2024. A discussion took place regarding how this would work with regard to food, bar, who should be invited and pricing of tickets. It was agreed to wait and hold a Gala Night for the 50th Anniversary.

ALL

ii. **Weddings Fayre – 15 February 2025:** Nothing to report.

NMcC

iii. **Any Other Matters:** JG reminded the meeting that next year is the 80th Anniversary of VE Day. Post-meeting update: VE Day is due to be held on Thursday, 8 May 2025 and there is a Bank Holiday on 5 May 2025. Currently the Parish Council have not discussed any plans for VE Day celebrations.

6. GENERAL ADMINISTRATION

i. **Dropbox:** Nothing to report.

JH

ii. **Bookings:** JW reported that she had already received a number of bookings for 2025 including a booking for a family lunch on Christmas Day 2024.

JW

27.

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| ii. | Any Other Matters: JH reported that RP had recently undergone major heart surgery and was doing well. | ACTION |
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KDS confirmed she will be standing down as Secretary. JH asked if anyone was interested in taking over these responsibilities to let her know. It was agreed we should undertake a recruitment drive for additional members. KDS said she had sent the AGM Notice to the Parish Magazine for the October edition and this included asking if any villagers were interested in joining the MCA to get in touch with JH.

7. HALL FABRIC AND MAINTENANCE

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|-------|---|-----------------|
| i. | Five-Year Plan: ADC reported that we currently have £55,000 in Deposits and £5,600 in cash. Recent completed projects were the replacement heating and lighting. Future projects were replacement windows and internal doors. | ADC |
| ii. | Replacement Internal Entrance Doors: Due to family commitments KDS would pass the relevant documents to JH to take forward. JH to ask if Iain Jones could carry out this work. Post-meeting update: Iain Jones will take a look at the doors when he installs the new kitchen and disabled toilet windows. | JH/KDS |
| iii. | Grants: ADC reported that £22,000 had been received towards the heating and lighting projects. | KW/JH |
| iv. | Memorial Seat: This is being shown as Complete as the relative has not been in touch with JH regarding a location for the seat. | COMPLETE |
| v. | Martyn's Law: No new legislation had come through from the CCS. | JH |
| vi. | Re-decoration: Tim Wheal will be removing the old heaters next week and a small amount of decorating will be required. | JH |
| vii. | Youth Shelter: The overgrown hedging had now been cut back. | COMPLETE |
| viii. | Replacement Windows: JH had received a quote from Majestic Windows for the replacement of the disabled toilet and kitchen windows at a cost of £1,000 more than Iain Jones' quote of £1,540. It was agreed to support a local builder and ask Iain Jones to carry out the works. | JH |
| ix. | Car Park Trees: These had now been cut back and tidied-up. The stones in the car park had been swept back into place and this would be a regular job carried out by Tony. | COMPLETE |
| x. | Any Other Matters: | |
| | Dog Poo Bin: JH reported that the dog poo bin has not been emptied for three weeks. JW to contact the Parish Council as this is their responsibility. | JW |
| | Stage Door: The left-hand stage door had somehow been damaged. Iain Jones had agreed to carry out the remedial works. Post-meeting update: Thanks to Iain Jones and Stan this door has now been fixed. | JH |

8.	EXTERNAL LEISURE AMENITIES	ACTION
i.	Noticeboards: JW informed the meeting that the old village noticeboards are to be repaired and positioned for the use of the villagers. The Parish Council noticeboards will remain locked.	JW
	JH reported that the noticeboard at the entrance to the hall's grounds needs to be refurbished. The frame seems to be in good order but the board itself needs to be replaced. ADC said she would look into this.	ADC
ii.	Marquee: We had borrowed a marquee for the Family Fun Day at a cost of £100. JH said they had had a lot of problems erecting the marquee on the day and she recommended not going ahead with buying one of our own.	COMPLETE
iii.	Any Other Matters:	
	Defib Poster: JW asked who had responsibility for the updating of the posters giving details of the locations of the defib/bleed kits. JH believed this was carried out by the Parish Council. JW would ensure this was carried out by the Parish Council as they needed to be renewed.	JW
	Insurance: ADC reported that there was now a new clause in the hall's insurance relating to the annual inspection of the skateboard park by a ROSPA Agent. This had been confirmed by the CCS. ROSPA offer a discount scheme for each county at defined times throughout the year. For Somerset this is June and July.	JH
9.	RISK ASSESSMENT	KW/JH
	JH/KW had looked through the forms completed by Tony Vincent (Caretaker). One change was that they needed to be carried out fortnightly, not monthly. JH has fed back to Tony.	
10.	SAFEGUARDING	JH
	Nothing to report.	
11.	REPRESENTATIVE'S REPORTS	
i.	Table Tennis: Nothing to report.	
ii.	Short Mat Bowls: VMcA reported that the club was ticking along nicely and now had two new members but had lost one. He asked about the new heating and how this worked. JH said she would remotely switch on the heating 30 minutes before the clients started to use the hall at a temperature of 22 degrees C.	VMcA
iii.	Mark Youth Theatre: Nothing to report.	PI
iv.	MMBC: Nothing to report.	RP
v.	Mark 1st School PTFA: Nothing to report.	EH
		29.

vi. WI: Nothing to report.

AB

12. ANY OTHER BUSINESS

None.

DATE OF NEXT MEETING

The Annual General Meeting will take place at 8.00 pm on Wednesday, 20 November 2024 followed by the usual meeting. These meetings will take place at Mark Village Hall, Vole Road, Mark.

The Chairman closed the meeting.