Reference: EMC M03072024

OLDBURY ON SEVERN MEMORIAL HALL
Trustees and Management Committee

EXECUTIVE MANAGEMEMENT MEETING

Minutes of the Meeting held at the Memorial Hall
Wednesday 3rd July 2024 at 14.00hrs

Present:

Mr C Jennings	Chair
Mr S Ingram	Vice chair
Mrs L Jennings	Treasurer
Ms A Conibere	Grants and Funding Coordinator
Mrs J Willcox	Events
Mr K Miller	Buildings and Maintenance

1. **Apologies for Absence**

Mr D Masters and Mr M Riddle

There were no declarations of interest

2. **Minutes of EMC Meetings held on 3rd April 2024**

The Minutes were agreed as a true record.

3. **Matters Arising**

- Fire RA to be updated. Need a diagram of the building and fire points..
  Action S Ingram/K Miller

- Lobby area; investigate options for bar stools/tables.
  Action L Jennings/J Wilcox

- Pictures of Oldbury to go on the wall - a number of pictures were presented and the committee thanked Matthew for donating 5 with a further 3 being downloaded and printed off **Action K Miller**

  Jan Willcox will sort out suitable frames. **Action J Willcox**

- Planters for the patio, one to source and one to install later in the year
  Action A Conibere

- Jan Willcox proposed we identify a larger board for The Pound to put notices on concerning the Hall and upcoming events.

- Umbrellas for the Patio at the front of the Hall. Further discussion needed. Where did the shop get theirs?
  Action S Ingram

Health and Safety

- Kitchen door need to be revamped to comply with a push bar. This should also make it more secure. **Action K Miller**
- Toilet sign required for lobby area **Action L Jennings**

Security

- Windows need to be locked, keys to be bought **Action L Jennings**
- Change the key pad number from the beginning of May **Action K Miller**
- Committee room external door needs a slight adjustment to the frame **Action J Willcox**

Painting the outside of the Hall

- Still to agree a final colour, KM to provide a 'yellow' shade **Action K Miller**

4. Health and Safety

- Fire alarm service, the service will take place Thursday 11th July
- It was agreed that K Miller would do weekly alarm tests and a 3 monthly battery test. Record dates in a book to be located in the cupboard. **Action K Miller**
- Fire log book to purchase **Action L Jennings**

5. Financial Update

Income ytd £14,805 .85
Expenditure ytd £12,794.49
Dudley B.S £10,000
Bank balance 30/6/24 £14,805.85

Financial Statement as per meeting

Opening balance 01/01/2023	**20122.62**
Closing Balance 30/6/2023	**14805.85**
Dudley B.S	**10,000**
income ytd	**17477.72**
Expenditure ytd	**22794.49**

- The EMC thanked Angela and Doug for running the 100 club that has donated £1,250 this year.

- Co-op have a local community fund that we need to look into to see if there is a grant available that we could apply for. Agreed to look out for the next offer

Action all

- List of Kitchen items we would like to buy mugs/cooking trays anything else, List to go to L Jennings to buy **Action LJ, JW, AC, KM**

6. Painting the outside of the Hall

- Need to conclude colour urgently

7. Upgrading the main hall

- A quote from Longcroft has been circulated and this was thought to be more reasonable. It fixes insulated plasterboard to the wall which prevents moisture/cold penetrating the walls and also increases the UV value of the building. A specification will be written around this to obtain further quote.

Action C Jennings

Once written EM members to seek out suitable plasterers

Action All

C Jennings will circulate a request to Magnox for a grant to undertake this work

Action C Jennings

8. Events

Please see attached updated sheet.

9 A.O.B.

Look at re-instating Specked Hen and adjust the price accordingly

Action C Jennings

J2O to be priced at £1.20

Action Completed

Consider how we can sell peanuts without their sell by date being an issue. Loose nuts in an airtight jar?

Action L Jennings

Patio needs cleaning and sealing

Action S Ingram
C Jennings

Fridge light needs attention and to be left on**.** **Action K Miller**

Post meeting thought

Offer the walls in the lobby and Hall to local artists to display and sell their paintings with the Hall having a small commission on the sale of the pictures? For discussion

Chris Jennings
(For Dave Masters; Secretary Oldbury Memorial Hall)