Reference: EMC M26092023

OLDBURY ON SEVERN MEMORIAL HALL
Trustees and Management Committee

EXECUTIVE MANAGEMEMENT MEETING

Minutes of the Meeting held at the Memorial Hall
Tuesday 26th September 2023
at 12.000hrs

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**
Matthew Riddle and Dave Masters offered their apologies

There were no declarations of Interest

2. **Minutes of EMC Meetings held on 25th July 2023**

The Minutes were agreed as a true record.

3. **Matters Arising**

- Investigation of Tesco's Blue Token Donation for Hall **Action A Conibere**
- Fire RA to update on completion of the work **Action S Ingram**
- Training Manual for the bar when work is completed **Action S Ingram**
- Purchase of 4 small tables on hold until finances are sorted **Action Treasurer**

4. Health and Safety

No accidents or incidents have been reported

Need to replace first aid kit as many items were out of date. **Action Treasurer**

5. Building update

Stephen Meachin should be back on Wednesday the 27th September to finish off the work. There is an issue with the supply of the roller shutter door, hopefully there will be an update on Wednesday.

Need to do a snagging list **Action K Miller/C Jennings, but all can add to the list**

Patio is planned to start w/c the 2/10/23 with the railings the following week.

The boundary issues with Severn House were discussed and it was agreed to accept the proposal from the PC.

Financial update was discussed in detail. SM has not provided a final bill, but a spreadsheet of known costs and anticipated savings was shown and reviewed. It reduces the bank balance to £5,000 which is our reserve limit. This includes the patio and railings around the patio.

6. Financial Update

Currently there is just under £24,000, which will be reduces as the building work finishes.
Items that need to be bought are:

- Smart pad
- First aid kit
- Extractor fan for the kitchen

7. Come Dine With Me event

It was agreed that a welcome drink will be provided at the start of the evening
DM has purchased 12 bottles of a hire priced wine that needs to be sold at £15.00 a bottle. KM to add to the SumUp
Suggested 12 bottles of white to be purchased as well **Action D Masters**
Chefs seem to be in place and recipes will be sent out soon. **Action A Conibere**
Raffle prizes, S Ingram to speak with the shop
K Miller with J Staley
C Jennings Longcroft and a Thornbury estate agent
A Conibere to speak with Lorna Page
M Riddle said he would donate a bottle and speak with Oak Leaf Nursery

8 Events

Please see attached sheet with responsibilities
Tickets for the Jazz/social night **J. Willcox**
Posters for the Jazz/social **C Jennings**

Othello can be live streamed (or viewed a few days later) on the 22nd October. Check to see if there is any interest. **Action S Ingram and M Riddle via their media posts**

Tommy appeal. The seat and silhouettes have been ordered, need to order the picture frames, **J Willcox** will source suitable ones, 20 needed. The target date is to have them all in place by the 11th November. If this is the case, then coffee/tea/cake will be provided by the Hall. PC will organise the event, **A Conibere** will be available for refreshments.

9. Any Other Business

Licence application for the new bar was agreed and will be sent off to SGC **Action C Jennings**

Clean out scrap from the side of the Hall **C Jennings/S Ingram**

Taking out the rubbish on Tuesday, please be more aware when CJ is not here to do it **All**

Grey cabinet to remove before Xmas if possible **K Miller**

Xmas tree, **A Conibere** to approach her daughter.

Money from SGC from the 'new build fund' **C Jennings**

Broadband/phone line for the Hall is up for renewal in November **K Miller to lease with Parish Clerk** on the most suitable one for the Hall

LSIDB are holding their meetings at the Hall, they need some support in setting up/wrapping up, dates to be published, and committee members to help out. **ALL**

Extractor fan to be sourced for the kitchen**????**

Date of next meeting TBA

Meeting closed at 13.30

LSIDB Meeting dates

They are all Wednesdays

18th October 10.00
1st November 13.30
7th December 13.30
7th February 2024 13.30 CJ/LJ

Please can you nominate yourself for any of the dates you can manage, pairs will make it quicker if that's possible.

Need to put out tables and chairs Vicky Bailey to confirm numbers.

Set up tea/coffee and get a few packets of biscuits.

Contact is VBailey@lowersevernidb.org.uk