PORLOCK VILLAGE HALL MANAGEMENT COMMITTEE

REGISTERED CHARITY NUMBER 304614

Minutes of the committee meeting held Monday 19 January 2026

Present: Richard Mayhew (Chair), David Hancock, Rosalinde Haw, Ruth Hyett, Nigel Lamacraft, Fiona Plumstead, Sarah Shorten, Anna Toeman, Suzy Wolf

1. **Apologies for absence**
   Duncan McCanlis

2. **Approval of minutes from committee meeting held on 22 September 2025**
   These had been circulated prior to this meeting. It was agreed they be accepted as a true and accurate record of the meeting and were duly signed by Richard Mayhew

3. **Matters Arising and Actions from the last meeting**
   Actions from last meeting
   > The replaced render has been painted by the Maintenance Team
   > Duncan reported that CJ Lynch has confirmed they did the resurfacing at the junction of the Toll Road and A39 in 2011/12, at the request of the Porlock Manor Estate. There is still no resolution between the parties as to responsibility. A further flooding event occurred after heavy rain in October, witnessed by Duncan. An interim solution was implemented (a wooden flood barrier) whilst a medium-term solution is being investigated by the Maintenance Team
   > A maintenance logbook has been installed in the kitchen. This is to record all works undertaken and for users to note down repairs or maintenance work that needs to be done. Richard will be checking this regularly and details of works outstanding and completed can be checked at future committee meetings
   Matters arising from last meeting
   4.a Boiler servicing - the cost of the remedial works (replacement of fire bricks, inhibitor and modifications to the venting system) is £1,959.00 (including labour and VAT). Parts are on order and have been paid for. Installation will take 2 days during which time the VH maybe without heating. Dates of installation are to be arranged with Luke Tolhurst but to cause as little disruption to users as possible. Luke won't certify the boiler without this work being done. A replacement boiler would cost £25-30,000
   4.a Since the last meeting Cherry Woodley has resigned as PPaDS representative. She has been thanked for her time on the committee. Nigel Lamacraft has agreed to be the PPaDS rep
   9.b Richard has been in contact with organisers at Minehead Cycling Club who have assured him that they will have the same protocols in place for the national hill climb event as they do for the local event. They have been asked for copies of the Club's public liability insurance and risk assessment for using the VH. Richard will stay in contact with the organisers
   9.c With the assistance of the Parish Clerk two untaxed abandoned vehicles were reported to the local authority. 14-day orders were placed on each. One was removed by owner, and the other was removed and impounded by the local authority

   There were no other matters arising not covered elsewhere on the agenda

4. **Treasurer's Report**
   > Rosalinde circulated the draft accounts as at 19 January 2026
   > A donation of £5,000 has been received from the estate of Linda Huish, former Chair of PVH Management Committee (2010-2024). There are no restrictions on how this donation can be used. A letter of thanks has been sent to Horace Huish
   > The committee was asked to think about meaningful ways in which the donation can be used, to enhance the VH and as a legacy to Linda and her commitment to the VH

> Rosalinde highlighted the creditor amount of £423 which is a pre-payment for a wedding that didn't take place. No contact has been received from the couple and it was agreed to leave this recorded as a creditor amount, pending any contact in the future. This will be reviewed
> It was reported that HMRC are likely to start looking at FIT (solar panels) income as unearned income
> Rosalinde was asked if the hire charges are sufficient for covering running costs. She confirmed that they are and a good income is generated, mostly from regular users
> Rosalinde was thanked for all her work on the accounts

5. Safeguarding

> Sarah has set up a Google Drive as a repository for all safeguarding documents. Access is limited to Sarah, Richard, Anna and Rosalinde
> A training log has been created to record all training undertaken by the safeguarding leads
> An incident log has been created. This is for use by Sarah and Richard to log reports of safeguarding incidents but can also be used to record more general, broader safeguarding concerns / actions (such as the recent activity undertaken to enable participation in activities by a child with a severe nut allergy). Logging such actions demonstrates that the Management Committee is demonstrating awareness of activities taking place in the VH and is active in trying to meet the needs of all users
> Paper copies of the incident log will be available in the VH
> An Approach to Safeguarding poster has been printed to be displayed in the VH
> The Safeguarding Policy has been shared with Mike Johnson and he has signed to confirm he has read it
> Sarah proposed a catch-up meeting with the Safeguarding team to collate all information to be added to the training and incident logs

6. Health and Safety

a. It was reported that a member of the Badminton group had sustained a broken wrist whilst playing in the VH. Whilst not due to any negligence in the maintenance or management of the VH it needs to be reported to the insurance company. However, it is not reportable under RIDDOR

7. Maintenance

a. David reported on works undertaken by the Maintenance Team since the last meeting, including improvements in the Chair Store, painting the fire escape and the bollards
b. Work starts this week painting the Small Hall. It is expected to take 4 mornings to complete and includes everything up to the height of the curtain rail. The artwork created for the Centenary will be returned to the Art Group
> Mike Johnson will be painting the walls and the woodwork in the Large Hall (not the ceiling), working round bookings
> Thanks were given to the Maintenance Team whose work is saving PVH hundreds of pounds
c. Richard reported that the 5-year electrical installation inspection is due in April 2027. A satisfactory outcome is required by the insurance company and the local authority
> The 2012 and 2019 inspections were both satisfactory but the 2022 inspection was not and a number of faults were identified, including the consumer unit on the stage. This was replaced in 2024 and subsequently deemed satisfactory but there are some outstanding items from the 2022 inspection still to be dealt with
> Richard has identified an electrician – David Davies – who is prepared to undertake the necessary checks and works (starting this year and working round bookings) so that a satisfactory report can be achieved by April 2027
> David has donated two mornings to the VH to understand the installation but needs further guidance on the stage circuit before he undertakes work on it. It has not been inspected since installation in 2010. It was suggested that he meet with Pete Marlton, PPaDS lighting engineer – agreed

> Richard asked for the committee's approval to appoint David Davies to undertake all works necessary – approved by all

8. Stage Lighting

> PPaDS asks if PVH Management Committee will consider updating the stage lighting. It was installed in 2010 and is still the original kit which is becoming obsolete, is not working properly and is poorly positioned

> Pete Marlton has drawn up a proposal for a new arrangement of lighting, more suitable to current uses of the stage. The cost will be £900-£960 but this does not include any works necessary on the wiring installation

> A discussion was had about use of the stage lights and sound by hall users and the benefits of installing a new system that is simpler to operate. Sarah offered to assist

> Nigel will work with Pete Marlton to prepare a detailed proposal, including technical requirements and cost estimates, for a future committee decision. Sarah will provide input to ensure the proposal addresses user-friendliness and her proposals should be included in the document

> Nigel was asked to keep a record of occasions when he is asked for assistance either in operating the lights for an event or showing a user how to operate the lights. We need to ensure that the booking process is suitable for identifying users who need access to the sound/lighting facilities and that users use them in accordance with agreed protocols

9. Any other business

a) Richard will circulate the Premises Licence with these minutes so the committee can see the conditions of the licence, for which we are responsible. At present, no checks are undertaken to ensure users are complying with the terms of the licence and this is something that perhaps should be implemented
b) Sarah has been considering whether PVH has a role in providing culture for the community. Stacked Wonky is applying for funding and if successful she proposes that they mentor a young programmer to investigate the answer to that question. Once it is known how the community feels about PVH being a provider of cultural activities, the Management Committee can be more confident in the events it books
c) Sarah asked whether PVH needs an Internal Financial Controls Policy – she will share the document recently adopted by Stacked Wonky as a template for further discussion

10. Date of next meeting Monday 16 March, 2026, 7.00pm
AGM followed by short committee meeting

Actions from meeting:

Reference:	Actions:	Who
3 – 9.b	H&S at Minehead Cycling Club event – agenda item next meeting	**AT**
4	Consider uses for the donation received from Linda Huish	**ALL**
5	Safeguarding team – update training and incident logs	**SS, RM**
7.c	Confirm appointment of David Davies as electrician	**RM**
8	Stage Lighting proposal	**NL, SS**
9.a	Circulate Premises Licence	**RM**
9.a	Read and consider Trustees' responsibilities under Premises Licence	**ALL**
9.c	Circulate Internal Financial Controls Policy template	**SS**