Minutes of the Meeting March 3rd 2026 10am in The Mission Hall

Present:- Bill Egerton, Sue Cottam, Sue Davies, Shirley Davis, Maureen Cribb, Maureen Morris, Anthea Heathershaw.

1. **Apologies** received from Val Dawe

2. **Minutes** of the Committee meeting of January 27th were approved. In future the minutes will be sent out after the meeting as usual plus a month later with the next meeting's agenda.

3. There were no matters arising not included on today's agenda & no conflict of interest declarations.

4. **Health & Safety** - The Accident report book was discussed. In future, the book will be looked at during each Committee meeting & any issues discussed. Completed pages will be taken away & stored by Bill to safeguard private details entered. The book will continue to be stored in the kitchen.
   A Risk Assessment was done for Portland Spy Event Friday 6th March: - make sure CP used safely; announce Fire exits before evening starts; keep Fire exits clear; in kitchen use oven gloves, sensible footwear; & have safe number of people at work in the small space.
   At future meeting discuss safety of garden area at different times of year e.g. path slope, apples.

5. **Finance** - Bill shared the detailed & summary finance reports. Balance on March 2nd = £3,881.73.
   The Committee thanked him for continuing to keep the finances so efficiently. As JohnA will be unable to be auditor for the 2025-26 accounts for the June 2026 AGM, Bill will ask another local person with the relevant experience to audit the financial documents.
   Electricity:- final Octopus & first Scottish Power payments made

6. **Lease extension -** continues in a positive way. Salisbury Diocese have formally given PCC the go-ahead so now in the hands of the PCC Solicitors to complete the document.

7. **Policy documents** - Bill had looked through the documents which needed updating & checking for consistency:- (1) Conditions of Hire (2) Health & Safety Policy (3) Health & Safety Information Pack (4) all Notices in the Hall (5) Fire Risk Assessment Policy (6) Information for Hirers.
   The Committee read together, commented & made decisions re. changes to be made…..
   CHANGES:- SueC will update (1) (4) & (6). Bill will update (2) (3) & (5) .
   Bill would like the updated documents to be ready for the new financial year. When completed, the documents will be sent to Committee members via email to read & comment / approve.
   The Committee approved the Fire Risk Assessment Policy.

8. **Hall environment**

   Acoustics - Bill looked at benefits of installing more ceiling acoustic tiles. Straightforward to add. Small hall Ideal RT (Reverberation Time) = 0.8 - 1.2 . Before the ceiling tiles were added it was 2.6 RT (Easy chart & explanation at resonics.co.uk) Approximate cost = £2.5K.
   A free App called ClapIR is a quick, easy way to analyse acoustics / RT.

   Curtains - MaureenC researched fire retardant / blackout curtains. Dunelm samples were shared.
   She will ask for more. The curtains can also be lined plus have a third felt layer to improve acoustic property. They quoted an acoustic property of .65 for these 3 layered curtains * See explanation below* Approximate Cost without poles = £2.5K . It was suggested that the curtains could be a lot wider than the windows to increase aesthetics & acoustics. This is not included in the latter cost. (dunelm.com)
   Samples of roller blind materials from Dunelm were also shared

Blinds - SueC invited Graham Embley to look at possibilities. He suggested Roman Blinds fixed to fit the full width of the wooden bar already there. Substantial headrail with rotating shaft controlled with metal pulls. Thick material, fire retardant & lined. Velcro to headrail for easy removal. Remote control option. He measured windows. Samples were provided from Green & Brown textiles (green-brown.co.uk) Approximate cost depending on material chosen = £2,750 to £3K.
Form to be created by SueC & shared with:- Hirers / Users / SPS Society April AGM / MH June AGM. This will provide feedback from a wider audience as to MH Improvements which could be made.

Floor - SueC to buy suitable mop & spare head & dispose of old ones. MaureenM has put old T-shirts for polishing under sink with floor products.

9. **Events**

Friday March 6th Social morning - Cakes from Val, SueW, Bill & SueD.
Friday March 6th Starts 7.30pm. - Portland Spy Talk & Meal. Bill, SueC, SueW & MaureenC, Shirley & Val
4pm - Food delivered. 7 large tables prepared with 8 people on each plus 1 extra person on end of one. BYO so a variety of glasses will be made available on separate table.
7pm Doors open & Plates warmed in oven. Rice finished. 7.30pm serve main course.
Spy Talk after dessert Shirley will collect & deliver pots to St.Andrew's Hall on Saturday.
May 2nd Saturday - 7.30pm Fordington Gin TALK by Ros Nelmes £5. pre-book. SueC creating poster & after approval by speaker will post round village & pass to Bill for online News letter.
Summer Picnic - June 28th? to be planned
December 21st - Carol event. Anthea to check date & booking has been made with Salvation Army

Grants

SueC has made an application to Weymouth Town Council for £2,884 for re-building Porch wall & adding guttering etc. Committee gave approval for sending letters to Trusts for 'blanket' requests for money towards general improvements to the extension area and/or replacing the blinds, dependent upon the Trusts' priority funding areas.

AOB - MaureenM shared positive feedback from a Hirer who had a baby's first birthday party in the hall.
Date of next meeting - Thursday April 16th

*** Re. thicker or 3 layered curtains and blinds** (wearesdg.com explains the measurements in a chart)
To achieve a .65 absorption coefficient, the material usually has specific physical properties:

- Heavy Weight: High grammage (approx. 500+ g/m²) e.g. thick velours, velvet, or specialized acoustic fabrics.
- Layered Structure: Often consists of multiple layers, such as a decorative outer layer, a dense lining, and an inner sound-absorbing layer (like molleton or specialized felt).
- Density & Porosity: The fabric must be dense yet porous enough to allow sound to pass into the fibres to be absorbed.

Practical benefits

- Reduced Echo: Makes rooms feel quieter and less "hollow," especially in rooms with hard surfaces (wood floors, glass walls).
- Better Speech Intelligibility: Reduces reverberation time, making conversations clearer.
- Optimal Usage: Ideal for conference rooms, hotel rooms, home cinemas, or reducing noise from outside, often providing a noticeable reduction in sound.

For best performance, a curtain should be hung with "fullness" (pleats) to maximise surface area and, ideally, with an air gap between the fabric and the window. Hence thick, layered Roman blind better than a roller blind.