

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 3rd June 2013 at 8.00 pm

ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Jan Marpole [JM], Trevor Marpole [TM], Fran Parker [FP], Lysander Parsons [LP] *representing David Oswald for the Youth Club*, Ian Scott [IS], Aimee Stone [AS], Sue Sulkin [SS].

1. APOLOGIES

There were no apologies.

2. DECLARATION OF INTEREST

There was no declaration of interest by any member present.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 13th FEBRUARY 2012

Approval of the Minutes for the meeting held on 31st May 2012 was proposed by Nicki Barker, seconded by Trevor Marpole and agreed unanimously by those present at that meeting and signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 31ST MAY 2012

i. **Fire Safety Report.** All documents have been located but most are quite old and stored in the Village Hall attic. A Fire Risk Self-assessment is required annually and has been completed by Nicki Barker and stored in the Village Hall.

ii. **PAT Testing.** Frequency of PAT Testing (Portable Appliance Testing) appears to be decision for users or the committee, based on frequency of use of the items. Trevor Marpole to report back with recommendations.

iii. **NICEIC electrical test.** 10-yearly, next due in 2017.

iv. **Fire Extinguishers.** Checked annually in August.

v. **Fencing.** All work completed.

vi. **Sleepers.** Installation of sleepers against neighbouring fencing – cost £66.60.

vii. **Drains in Car Park.** Completed.

viii. **Tree Lopping.** Completed.

5. FINANCIAL REPORT

Sue Sulkin requested that any damage to the Village Hall be reported. Additional locked storage was requested for the Youth Club – suggested that the Storage Room be locked, with the key kept in the key box in the cloakroom. Trevor Marpole to acquire two locks with matching keys. Youth Club leaders to double-check that slam doors are shut at end of sessions.

Sue Sulkin noted that pre-payment are included in Hire of Hall figures.

ACTION

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Tina the cleaner's rate to be increased to £9.00 per hour.
Confirmed that she is self-employed.

6. ITEMS REQUIRING ATTENTION IN HALL

- i. Roof blinds have been serviced.
- ii. New curtain rings and tie-back hook required.
- iii. A quote of £1,260 received to replace kitchen shutter with roller shutter. Further research needed.
- iv. Insurance company advises replacement of oil tank by bunded version, but Sue Sulkin to write to insurance company to clarify position.
- v. Extractor fan needed over cooker.
- vi. Non regular users to sign form covering restitution of damage.
- vii. Non regular users to be advised about closing/locking all external doors.
- viii. Overhanging trees near Batten's. Village Hall to specify contractor, Battens to pay. Some branches may be removed. No benefit to Village Hall in this work.
- ix. Key Safe to be installed for one-off users.
- x. Gate to side of Hall needs repair.

TM

SS

TM

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7. ARTSREACH EVENTS

Two possible events: Moishe's Bagel in October, Alison Neale (Mary Anning show) in February. Also possible musical/dance event in November.

8. AOB

Notices to be posted re location of blankets/mattress in case of illness. Hearing loop has possible feedback problem – may need tuning.

9. ELECTION OF OFFICERS

Re-election of the existing Officers (Nicki Barker as Chair and Sue Sulkin as Treasurer) was proposed by Ian Scott, seconded by Jan Marpole and agreed unanimously.

The meeting closed at 9.15 pm.