

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 4th December 2007 at 8.00 pm

ATTENDANCE

Bridget Baker [BB], Nicki Barker [NB], Kate Beaumont [KB], Jeremy Collins [JC], Chris Hildred [CH], Carol Mason [CM], Jo Mitchell [JM], Ian Scott [IS], Janet Shaw [JS], Sue Sulkin [SS], Keith Wright [KW]

1. APOLOGIES

Apologies were received from Janet Burnett and Joyce Warne.

2. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 12TH JUNE 2007 AND 4TH OCTOBER 2007

The Minutes for 12th June were approved unanimously and signed by the Chair. The Minutes for 4th October were amended to include apologies from Joyce Warne. It was noted that an agreement to discuss matters between the Playgroup and Chris Hildred outside the meeting had not been minuted, but the Minutes were not altered. The Minutes for the 4th October meeting were then signed by the Chair.

3. MATTERS ARISING

Minute Secretary. Jeremy Collins agreed to act as Minute Secretary. The Chair invited younger members of the Committee to serve as officers in future. An item to be included in the Lydden Vale News to this effect.

Electrical Test. All electrical work is now complete and the 5-year certificate is due; this work must be carried out by an NICEIC electrician. Ian Scott will try to arrange a suitable electrician to carry out the inspection.

Other Safety Matters. Fire extinguisher certificate expires next year (2008). Fire exit signs have been overhauled recently. Fire Alarm System. It is up to the Committee, Insurer and Fire Officer to determine whether alarm systems are adequate. Current system shows a (non-existent) fault. Manual fire bell and notice has been fitted in kitchen, a second to be fitted in entrance hall area. Decision to be made on whether to remove glass-break alarm points.

Computer Project. Ian Scott tabled leaflet from DCA (Dorset Community Action). Jeremy Collins to look at conditions and agreement and report back to next meeting. JC noted that for computer training classes to be effective, one computer per student (plus one for instructor) was essential.

Licensing Consultation. No further progress at this time.

4. FINANCIAL REPORT

Sue Sulkin reported as follows:

Money Management Account: £489.89

ACTION

IS

JC

Treasurer's Account: £397.33

CAF Account (including Toilet Refurbishment Fund): £24,538.76

Amounts due from Playgroup and Toddlers and Sarah Mitchell's Keep Fit and Youth Moves. VAT will be claimed back on refurbishment project materials.

Bookings and Booking Fees. £78 received from Artsreach (Silly Billy) plus £15.20 coffee money. £100 from Young Farmers (Show and Banquet). Two new weekly events from January 2008 (Weightwatchers and Keep Fit on Saturday mornings).

Weightwatchers are initially at 'village' rates – to be reviewed.

Gardening. Gardener will continue during winter to maintain work started by Work Party in August.

Fete. £400 received from Fete proceeds.

Refurbishment. Chris Hildred has provided bills for materials used and £1,153.88 has been paid out (£400 from Fete donation, remainder from Business Manager Account). £350 VAT can be reclaimed. Further bills may be outstanding

CH / SS

5. **HALL IMPROVEMENTS**

Outstanding Work. A report from Chris Hildred had been circulated prior to the meeting. Chris Hildred reported that there was a small amount of work outstanding but that he did not feel able to continue with this until terms and conditions for work during Playgroup occupancy of the Hall were resolved. Chris Hildred said that he had wanted to contribute to the village by carrying out the refurbishment work but had become very disillusioned.

Relations with Playgroup. There was a full and frank exchange of views from Playgroup representatives, Chris Hildred and other members of the Committee. This concerned the needs of both parties to be able to work in the Hall at the same time while respecting the need for security and conditions imposed by the regulatory authorities such as OFSTED. The matter was not fully resolved to the satisfaction of either party but as work on refurbishment was largely complete, the matter was left open. Chris Hildred was thanked by the Committee for all the hard work put in on the refurbishment project. A further work party around Easter time was suggested.

Responsibilities of Hirers / Village Hall. There was a brief discussion on the relative responsibilities of Hirers and the Village Hall Committee. A list of regular bookings to be included in the Lydden Vale News, posted on the website and Village Hall noticeboard. Jeremy Collins and Keith Wright suggested that a more formal Conditions of Hire Agreement and Code of Conduct should be published and agreed by Hall Users. No decision was reached and the matter to be included on the next meeting's agenda.

SS / JC

IS for agenda

6. **MOVIOLA / ARTSREACH PROGRAMME**

Films (9th October, 18th November), Tutti Frutti Children's show

(22nd October) and Holly & Ivy Christmas Concert (13th December).

Films scheduled for 17th January and 10th February and 'The Polish Play' for 2nd March.

7. **HEALTH AND SAFETY**

Nicki Barker may be able to recommend an NICEIC inspector. No other issues raised – but see Matters Arising.

NB

8. **ANY OTHER BUSINESS**

Radiator key needed.

9. **DATE OF NEXT MEETING**

Thursday 7th February at 8.00 pm

The meeting closed at 9.30 pm.