

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 18th January 2019 at 7.30 pm

ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Katharine Hayens [KH], Jan Marpole [JM], Trevor Marpole [TM], Vinny McKenna [VM], Susan Moring [SM], Fran Parker [FP], Ian Scott [IS].

1. APOLOGIES

Apologies were received post meeting from Kate Parish.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. APPROVAL OF MINUTES OF AGM AND COMMITTEE MEETING HELD ON 29TH JUNE 2018

The Minutes had been circulated prior to the meeting and were approved unanimously and signed by the Chair.

4. MATTERS ARISING

There were no matters arising from the Minutes.

5. ELECTION OF TREASURER

With the resignation of Susan V Sulkin as Secretary and Treasurer, Vincent McKenna was proposed as Treasurer and Secretary with immediate effect. Proposed by Ian Scott and seconded by Jeremy Collins. All agreed unanimously.

6. TREASURER'S REPORT

Bank balances at end of December 2018 were £5,952 in the current account (plus £670 not yet banked) and £29,304 in the CAF account. The Hall insurance was due for renewal at the end of February and would cost £742 – this is less than for 2018. Vinny McKenna reported that a discount of 5% or 7% could be obtained for a long-term commitment to the insurance company for 3 years or 5 years respectively. It was agreed to accept a 3 year long-term commitment. It was noted that Hirers' liability was for £2M. Vinny McKenna would review the cover in detail including how much of hirers' property left in the Hall overnight during hirings would be covered, and advise future hirers accordingly. Elections would be held in the Hall on 2nd May and the Council wanted to know the contact details of keyholders in case of need.

VM

VM

7. BOOKING ARRANGEMENTS

Ian Scott and Katharine Hayens had jointly taken over responsibility for Bookings and had met with Sue Sulkin to discuss details. The majority of changes regarding bookings had been made on the Village website but minor changes were outstanding to the Booking Conditions document and the Bookings Diary page (*these have been made subsequent to the meeting*). Some changes to the

JC

	<p>documentation sent to hirers on booking would be made including a requirement to sign agreement to the hire conditions and clarifying use of ladders, stage lighting and sound deck equipment, with particular emphasis on the safe use of ladders. Minor clarifications were needed to the Conditions of Hire regarding stored equipment. The Piddle Valley Players had booked the Hall for their production of 'Oklahoma' and had agreed to partially clear seating to allow the Village Café to take place on the Friday. The Players also needed use of the stage extension and Jan and Trevor Marpole had agreed to set this up on the Saturday morning prior to the production. Assistance with takedown would also be needed. It was noted that Ian and Katharine would be away between 20th February and 9th March.</p>	<p>IS/KH</p> <p>JM/TM</p>
<p>8.</p>	<p><u>RESPONSIBILITIES FOR OTHER PERIODIC TASKS</u> Dates for Tina Paul (the cleaner) to be checked. Volunteers also needed to act as contact point for cleaner, gardener and ordering of oil. Ideally the on/off control for the boiler needed to be separated from the programmer, with the programmer to be inside the locked boiler room to avoid unintentional alteration. Nicki Barker to investigate. Jeremy Collins undertook to put out the bins on Fridays. Nicki Barker to approach Jane and Chris Hildred to see if they would keep an eye on the Hall in case of doors being left open or lights left on.</p>	<p>NB</p> <p>JC</p> <p>NB</p>
<p>9.</p>	<p><u>COOKER</u> There was general agreement among those who used the cooker that a replacement was desirable as difficulties had been experienced with the current one not heating up quickly or failing to operate at all. It was agreed to purchase a new cooker if a suitable one could be found. Susan Moring undertook to research this with the Lunch Club – a domestic equipment company on Poundbury industrial estate was recommended. It was agreed that the Fete Committee and/or United Charities be approached for help with funding if needed.</p>	<p>SM</p>
<p>10.</p>	<p><u>CLOCK</u> An estimate of £185 had been received for overhaul of the presentation clock. There was some discussion as to the best way forward now that there was now a reliable electric clock in the main hall. After some discussion it was agreed that the clock should be repaired and presented to Sue Sulkin in appreciation of her long association with and service to the Village Hall.</p>	<p>NB</p>
<p>11.</p>	<p><u>ANY OTHER BUSINESS</u> The hall radiators had been repainted. A list of Hall contacts was circulated. Jeremy Collins noted that the notes re the Hall Constitution (attached to the AGM Minutes) suggested that a Resolution regarding the membership of the Committee be agreed and submitted to the Charity Commissioners. He undertook to draft a suitable Resolution for consideration at the AGM.</p>	<p>JC</p>

There being no other business, the meeting closed at 8.20 pm.

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