

## BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 21<sup>st</sup> October 2008 at 8.00 pm

### ATTENDANCE

Nicki Barker [NB], Jeremy Collins [JC], Emma Holgate [EH], Jan Marpole [JM], Trevor Marpole [TM], Gill Nell [GN], Ian Scott [IS] (*in the Chair until Item 4*), Janet Shaw [JS], Sue Sulkin [SS], Louise Trowbridge [LT], Brian Wells [BW], Keith Wright [KW].

1. APOLOGIES

No apologies

2. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> AUGUST 2008

The Minutes for 28<sup>th</sup> August 2008 were approved unanimously by those present at that meeting and signed by the Chair.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 2<sup>ND</sup> JULY 2008

i. Dustbins. The dustbins have been found.

ii. Damp in Committee Room. Not yet dealt with.

iii. Cleaner's Maternity Leave. Sue Sulkin has taken advice from Richard Bonnie and as the Kelly is a part-time employee, no maternity benefit is payable. It was suggested that she should be paid a £50 Christmas bonus and this was agreed.

4. ELECTION OF CHAIR

i. Chair. Ian Scott proposed Nicki Barker as Chair, seconded by Jeremy Collins. This was approved unanimously. Nicki Barker took the Chair for the remainder of the meeting.

ii. Vice Chair. Nicki Barker proposed Ian Scott as Vice Chair, seconded by Sue Sulkin. This was approved unanimously. Nicki Barker said that she did not intend to serve long-term as Chair and looked for membership of the Committee from all user groups.

5. FINANCIAL REPORT

Sue Sulkin reported as follows:

HSBC Account: £1,742.00

CAF Account: £24,003.02

£448 (VAT reclaimable) is owed to Chris Hildred for materials used in the Hall (lighting etc). VAT refund of £267.46 for floor refinishing has been received. The Fete Committee donated £1,000 towards the cost of the floor refinishing.

i. Bookings.

Bookings remain steady. The Gym has recommenced Saturday bookings. The revised Booking Fees have been accepted by all

ACTION

TM

users. Additional bookings are needed in holiday periods – possibly contact DCA. DCA (Dorset Community Action) have again been in touch regarding computers in Village Halls as funding runs out in April 2009. Take-up has not been large, mainly with similar problems and difficulties as those raised by VH Committee when last investigated.

There was a discussion on charges for some user groups. Village Café does not currently pay for use of Hall. Sue Sulkin to discuss with Fizz Lewis.

There was a brief discussion on preventing future damage to the Hall floor. Playgroup representatives do not believe that alternative indoor shoes are practical; sand will not be used again until the summer.

SS

6. **CONSTITUTION AND COMMITTEE MEMBERSHIP**

i. **Resignation of Chris Hildred.** A letter had been received from Chris Hildred resigning as a member of the Committee. He noted that he had considered standing as Chair, but after careful consideration of the content of the Managing Village Halls booklet (qv below) and contact with OFSTED and the Charity Commissioners decided he could not accept nomination and was resigning from the Committee. Nicki said that the Committee should respond and thank Chris for all the work done in refurbishing the front end of the Hall, which was both appreciated and had made the Hall more commercially attractive, and also for obtaining the booklet on Managing Village Halls. Sue Sulkin would write to Chris. Jeremy to distribute the booklet and other documents with the Minutes by e-mail, and the matter added to the agenda for the next meeting. Feedback on the contents of the document from all members would be appreciated.

SS

JC

ii. **Committee Membership.** The list of represented organisations in the Scheme was discussed; approximately eight organisations no longer exist, but new organisations should be added to the list, including: Lydden Ladies, Lydden Vale Gardening Club, Village Café, Buckland Newton Under Fives, ArtsReach, BADS (Buckland Amateur Dramatic Society), Lunch Club, Young Farmers, Fete Committee and Wayfarers. Fran Parker has agreed to represent ArtsReach. Sarah Beeson to be contacted re Young Farmers.

SS

7. **POST OFFICE MATTERS**

Use of the Village Hall as a location for the Post Office has been considered and rejected.

8. **VILLAGE HALL PUBLICATIONS**

A booklet on Managing Village Halls has been obtained by Chris Hildred and circulated to most Committee members. This will be redistributed with the Minutes, together with copies of a further document dealing with young people and the Charity Commission Scheme. To be discussed in detail at next Committee meeting.

All

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| <p>8. <b><u>HEALTH AND SAFETY ISSUES</u></b><br/>         COSSH sheets will be displayed in a clear plastic pocket on the inside of the relevant cupboard door.</p>   | <p>JC</p>   |
| <p>9. <b><u>ENTERTAINMENTS</u></b><br/>         i. <b><u>Artsreach.</u></b> Thursday 13<sup>th</sup> November – Forest Forge Panto “Jack &amp; the Beanstalk”; Thursday 11<sup>th</sup> December – New Rope String Band; Thursday 22<sup>nd</sup> January 2009 – Miracle Theatre – “Cat’s Cradle”.<br/>         ii. <b><u>Future of Film Shows.</u></b> Ian Scott to liaise with Andrew Stone.<br/>         iii. <b><u>Licensing.</u></b> No further information to hand.</p>   | <p>IS</p>   |
| <p>10. <b><u>ANY OTHER BUSINESS</u></b><br/>         i. <b><u>Toilets.</u></b> It was noticed at a recent function that the toilet cisterns were not filling up quickly enough, causing some embarrassment – restrictor needs adjusting.<br/>         ii. <b><u>Lights.</u></b> Hall User Instructions need to cover turning off all lights after events.<br/>         iii. <b><u>Walking Group Hiring.</u></b> A walking group (up to 100 people) wishes to hire the Hall as a stopover point on 22<sup>nd</sup> February and 22<sup>nd</sup> March. Agreed that they should be charged £45 for each event and conditions made over protection of the floor.<br/>         iv. <b><u>Mice.</u></b> Possible mouse infestation in Committee Room, Jeremy to loan electronic trap for a week.</p> | <p>TM<br/>         SS<br/>         SS<br/>         JC</p> |
| <p>11. <b><u>DATE OF NEXT MEETING.</u></b><br/>         Tuesday 3<sup>rd</sup> February 2009 at 8.00 pm.<br/><br/>         The meeting closed at 9.07 pm.</p>   |   |