

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 28th August 2008 at 8.00 pm

ATTENDANCE

Jeremy Collins [JC], Jan Marpole [JM], Gill Nell [GN], Ian Scott [IS] (Chair), Janet Shaw [JS], Sue Sulkin [SS].

1. APOLOGIES

Apologies were received from Nicki Barker [NB], Chris Hildred [CH], Trevor Marpole [TM], Louise Trowbridge [LT], Keith Wright [KW].

2. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 2ND JULY 2008

The Minutes for 2nd July 2008 were approved unanimously and signed by the Chair.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 2ND JULY 2008

- i. Suspended Ceiling. The slippage has been partially addressed.
- ii. Damp in Committee Room. Not yet dealt with.
- iii. Fire Extinguisher Test & Inspection. Completed.

4. ELECTION OF OFFICERS

- i. Chair. Ian Scott said he was standing down as Chair and would welcome nominations for the post. As none were forthcoming at the meeting and in view of the low attendance, it was decided to hold over election for Chair until the next meeting.
- ii. Treasurer. Sue Sulkin was proposed as Treasurer by Jan Marpole, seconded by Gill Nell and elected unanimously.
- iii. Minute Secretary. Jeremy Collins was proposed as Secretary by Janet Shaw, seconded by Jan Marpole. Jeremy agreed to the nomination provided that this was as Minute Secretary only and was elected unanimously.

5. FINANCIAL REPORT

Sue Sulkin reported as follows:

HSBC Account: £618.71

CAF Account: £25,499.25

£182.77 is owed to AKH Heating (a total of £551 has been spent) but we now have the Electrical Certificate, valid for 5 years. £1,500 plus VAT (VAT reclaimable) is owed for refinishing of the Hall floor. It is hoped the Fete Committee will donate some of the cost.

- i. Hire Charges. Hire charges are to be increased following the meeting. Sue Sulkin has negotiated an increase of £1.50 per session with the Playgroup and Toddlers. Yoga fees are increased

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by £1 per session – according to the Yoga leader we are the most expensive Village Hall she rents. Other charges will also be increased, as follows (old fees in brackets):

Local Organisations:

Whole Hall £15 per half-day (£10)
Evening Booking (7.00 pm to 10.00 pm) £20 (£15)
Committee Room (session) £8 (£6)
Children's Party £12 (£10)
Evening Party £50 (£40)
Wedding £150 (£100)

Commercial and Non-Local Organisations:

Whole Hall £20 per half-day (£15)
Evening Booking (7.00 pm to 10.00 pm) £25 (£20)
Committee Room (session) £10 (£8)
Children's Party £15 (£10)
Evening Party £50 (£40)
Wedding £180 (£120)

Hire of Tables: £2 each

Hire of chairs: £2 per 10.

ii. Bookings.

Weightwatchers booking ceased in June due to low numbers.

iii. Other Matters. There has been a large number of dead flies in the Hall following the floor refinishing work. 2 dustbins have disappeared. Agreed to replace by new ones of wheelie bin.

5. HALL IMPROVEMENTS

i. Floor Refinishing. This has been completed. The contractor has advised that damage to the floor will be greatly exacerbated if sand is brought into the Hall. Therefore Playgroup and Toddlers to be asked to ensure that children have two pairs of shoes, one for outside and one for inside the Hall, otherwise damage may be caused to the floor and consideration would need to be given to charging should this occur. Thanks were expressed to Nicki Barker and Bridget Baker for arranging the work. A note has been kept of the contractor's name should minor work be needed in future. Provided that early action is taken, future refinishing cost could be as low as £300.

ii. Electrical Test. Minor items were identified: no bond to oil line (earth break installed); 20 amp RCB at kitchen unit for sockets; lack of conductor identification.

iii. Damp in Committee Room. To next agenda.

iv. Loft Improvements. Thanks to Trevor Marpole and Chris Hildred for installing additional lighting and tidying up loft contents – much more space now available.

v. Gutters / open eaves. To next agenda.

vi. Kitchen Refit. Currently on hold.

vii. Suspended Ceiling. To next agenda.

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| <p>6. <u>ENTERTAINMENTS</u>
 i. Artsreach. Thursday 13th November – Forest Forge Panto “Jack & the Beanstalk”; Thursday 11th December – New Rope String Band; Thursday 22nd January 2009 – Miracle Theatre – “Cat’s Cradle”.
 ii. Future of Film Shows. Ian Scott to liaise with Andrew Stone.
 iii. Licensing. Ian Scott reported that there was likely to be an announcement in the Autumn that would allow Village Halls to license themselves.</p> | IS |
| <p>7. <u>REVIEW OF HIRING CONDITIONS</u>
 Hold over to next meeting. New brochure to be prepared.</p> | JC/CH |
| <p>8. <u>HEALTH AND SAFETY ISSUES</u>
 It is understood that COSSH sheets should be displayed. Consider a board/display for these.</p> | |
| <p>9. <u>ANY OTHER BUSINESS</u>
 i. Cleaner. It was understood the cleaner will take maternity leave. Her mother may stand in during this period. Richard Bonnie to be asked for clarification as to the Hall’s contractual / legal responsibilities.
 ii. Toilets. It was noticed at a recent function that the toilet cisterns were not filling up quickly enough, causing some embarrassment.</p> | SS |
| <p>10. <u>DATE OF NEXT MEETING.</u>
 Tuesday 21st October at 8.00 pm. <u>Please note this is a change from the date agreed at the meeting.</u>

 The meeting closed at 8.55 pm.</p> | |