

Buckland Newton Village Hall

Minutes of the committee meeting held on Monday 5th September 2022

1. Attendance – Nicki Barker (NB) (Chair), Ian Scott (IS), Katharine Hayens (KH), Susan Moring (SM), Sandi Stout (SS), Kate Parish (KP) and Caron White (CW).
2. Apologies – Vinny McKenna (VM)
3. Declaration of interests KP declared a conflict of interest regarding being a member of both the village hall committee and the fete committee.
4. Approval of minutes from meeting held on Monday 1st August 2022 – minutes were approved and signed by NB.
5. Matters arising
 - a. SS reported that during a recent booking for a children's party the gate to the patio was tied up making access to the defibrillator difficult and more time consuming. NB and CW left the hall to have a look and reported that a bolt on the outside of the gate in addition to the top catch is sufficient to stop children leaving the patio. CW will add reference to this in the risk assessment as easy access to the defibrillator needs to be maintained at all times.
 - b. Hiring Agreement – IS provided a paper copy of the hiring conditions (committee members had also been emailed a copy before the meeting). After discussion, it was decided to put in bold type references to ensuring that the instant hot water is switched off at the end of a booking. It was also decided that under the booking conditions of hire, wording to the effect that 'failure to adhere to the above will incur an additional charge'. IS pointed out that new additions to the Hirers Agreement include a link to the risk assessment and reference to WIFI – though we do not yet have a simplified code. SM will speak to VM about sorting out a new code. IS said that there is now a brief reference to COVID but if the situation changes then a supplementary sheet will be provided. Although our premises licence allows functions to continue until 1.00am, we have stipulated 12.00am in the hirer's agreement. IS has changed the wording regarding indemnity – the Village hall is insured against public liability claims arising out of its own actions. Insurance regarding hirers was discussed. SM to check with VM regarding Lunch Club. SM to meet with KP regarding a risk assessment and will discuss with the Lunch Club committee. KP pointed out that according to the

hirer's agreement, non-regular hirers may be asked to sign a hire agreement. Should not all hirers sign the hire agreement? IS explained that email replies from hirers confirming a booking and agreeing to the conditions of hire is sufficient and manageable. KP asked how to turn the heating down to six degrees. NB replied that the heating should automatically reduce to 6 degrees.

Hall clean-up weekend.

The weekend went well. IS reported that Chris Hildred had kindly repaired one of the fire doors but had noticed that the other door was also in need of repair. NB to contact Chris regarding the other door. Some external wall painting has been done; the rest can wait until next summer.

Application for funding from fete funds.

NB felt that the village hall should be able to apply for fete funding as the hall stores fete equipment, has fete electrical equipment PAT tested and committee members take part in fete fundraising. KP has put in the village hall's application but objects to the hall receiving funding as this is a breach of charity commission guidelines. KP feels that funding should be for a specific project which forms part of a proper business plan and that there are smaller village organisations needing funding that have less money than the hall. SM agreed that smaller village groups with less money should have priority. NB said that other village groups do not have the overheads such as those generated by the hall and that the hall's reserves are dwindling. IS pointed out that charities can have reserves to cover crises and that the hall's reserves are reducing.

6. Potential costs of running the hall

IS said that charges have increased for new hirers and regular hirers such as Yoga. The Post Office pays £5 per week plus £5 from the Parish Council. Piddle Valley Players have agreed to an increase of £200 and will pay £1000 for their use of the hall. Regular hirers such as Lunch Club, Gardening Club and Youth Club should generate approximately £170 per week during the winter. Some groups drop away during the summer months. Other income is from weekend hirers. Hiring during the week is somewhat restricted regarding the Post office and the slots available. Our challenge is to achieve more bookings. IS felt that the target of earning £7000 a year (the amount

that VM as treasurer has calculated we need) is achievable. We will need to bring in more bookings as costs are rising. We need £2000 p.a. to cover the cost of oil. NB expressed concern that our future energy costs are unknown and whether hire charges would cover this expense.

7. Attracting more hirers

KP said that we need to agree a date for an open afternoon/ evening to raise awareness of the hall as a venue. SM said that she knew of someone in the village who needed a venue for a craft club. The committee room was suggested. NB said that if only the committee room was hired then the radiators in the main hall will be shut off. IS said that the committee room hiring charge is £12 for a four hour session and £5 per hour. NB reported that letters detailing the new charges had been sent out to hirers. If energy bills continue to rise an energy surcharge could be considered. KP said that community buildings could be used as a haven for warmth in the current cost of living crisis. IS raised the idea that solar panels on the hall's south facing roof could be beneficial.

After discussion regarding the open afternoon it was decided that tea/coffee and cake would be on offer. Various organisations would be invited to attend such as Cerne Abbas Surgery, Dorset Healthcare, Fire Service, Police, Dorset Council, County Counsellors and our M.P. The afternoon is to be advertised in the Blackmore Vale magazine. IS suggested that a news story is written for the BVM regarding the village hall re-vamp. Local community radio and Wessex FM should also be asked to advertise the event.

The date set is Friday 21st October 1pm – 5.30pm. SS said that she will provide milk. KP has tea bags/coffee. Committee members to bake cakes/biscuits. Colouring sheets will be provided on tables to occupy children. KP to send a letter to the above organisations inviting them to the event. KH suggested adverts in BVN and LVN. KP will adapt a poster for those publications. A regular advert in the LVN displaying prices and contact details for hirers will be produced by NB. An advert could also be regularly posted onto the village Facebook site. KP is to send a poster into BN School to be sent home with the children. Re-vamping the notice board in the foyer with pictures of the hall in use and prices for hire was suggested. SM to send photos

to KP regarding lunch club. KP to ask Jeremy Collins for originals of photos.

8. Other matters

Finances – An email from VM shows that there is £6,964 in the current account and £23,119 in the deposit account. NB stated that our electricity contract is due to expire at the end of the month. VM is to look at options regarding a new contract. The hourly rate charged by the hall's gardener has risen by £1.50. NB will discuss this with VM. The boiler needs servicing. Our cleaner is paid £14 per hour at a yearly cost of approximately £2,000. Yearly income of £7000 is required to pay hall expenses. IS pointed out that income no longer has a VAT reduction of 20%.

KP will produce a flyer for people attending the open afternoon to take away.

Meeting closed at 11.00am

Date of next meeting Monday 7th November 9.30am at the hall.