

## Buckland Newton Village Hall Committee

### Minutes of the committee meeting held on Monday 9<sup>th</sup> May 2022 at 9.30am

1. Attendance - Kathryn Hayens (K.H.), Ian Scott (I.S.), Nicki Barker (Chair)(N.B.), Susan Moring(S.M.), Sandie Stout (S.S.) and Caron White (C.W.).
2. Apologies – Kate Parish and Vinny Mckenna
3. Declarations of interest – none
4. Approval of minutes 24<sup>th</sup> February 2022 – circulated by C.W. signed by N.B.
5. Matters arising – Cars parked in the village hall car park could become an issue as the hall becomes busier.
6. Update on work carried out since last meeting
  - Broadband installation – Broadband working well. WIFI code to be changed to something simpler. Hopefully the WIFI will lead to bookings. We agreed we would aim to canvas potential hirers such as Dorset Council and the Health Authority around the start of the September session to ensure that there are no nasty surprises with COVID. No bookings for evening parties coming through (I.S.). Putting an ad in the Lydden Vale magazine after the autumn clean up and landscaping work was suggested along with the possibility of an open day.
  - Fencing – Completed. Invoice £5,135. All agreed a lovely job. The concrete posts mean damaged fence panels can easily be replaced.
  - Electrical inspection – C.W. went through C2 jobs on the report that need to be done and F1 jobs that need investigation. N.B. and I.S. raised concerns about disturbing the ceiling tiles if they are moved to access or lay cables. It was decided to ask P. and R. Hurt to return and carry out the remedial work. C.W. to action.
  - First aid kit replacement – K.H. reported that she had replaced the first aid kit with a wall mounted box on the wall in the kitchen. A new accident book needs to be purchased with a section to record what items have been removed from the kit. K.H. to action.
  - Landscaping of NE corner – N.B. suggested that two invoices be submitted for resurfacing and landscaping. Invoice for landscaping (£620 + vat) paid later when work is satisfactorily completed.

Roots and stems of shrubs need to be removed and the area properly prepared and grass seeded. N.B. to email K.P. regarding the stone slabs – to be removed. Some to be used to replace slabs broken (at entrance to patio) while resurfacing work was done and rest to be stored at the back of the hall.

- Car park resurfacing – Done well. Cost £9810 +vat) N.B. asked if we have a warranty for the work.
- Replacement of Parish Council sand bag store – N.B. to write to the P.C. regarding replacing the sand bag store. There are bolts sticking out of the wall where the store was attached to the wall that presents a potential hazard. C.W. to put yellow tape around bolts.

7. Financial position post completion of the works – N.B. Current account - £13,129.46 (excludes payment for the car park resurfacing and landscaping). Deposit account - £23,113.43. An oil bill for £1,056.32 has been paid in April for 900 litres. Higher oil and electricity prices are concerning. The heating is controlled by a thermostat. Whether to charge a surcharge on the evening hire rate was discussed. It was decided to revise hall charges in the autumn. Discussions are to be had with regular hirers to ascertain if a rise in hire charge is acceptable. I.S. said that the hall is no near the level of capacity for bookings. With the future still being uncertain regarding COVID and energy prices we have £10,000 of grant money to tide us over. £17,500 was allocated for essential jobs. There was an over spend of £2,784.
8. New cleaner – A cleaner has been appointed. S.M. and S.S. to be first point of contact. Rate of pay to be reviewed after three months. S.S and S.M. reported that new equipment has been purchased to replace broken floor sweeper and a better mop. C.W. has emailed Emily Alford (Little Goslings) asking that the cupboard under the stage that is accessed from the store room be cleared so that bulk purchases of toilet rolls and towels can be stored there.
9. Any other business – C.W. has emailed the FBNS asking that the two large boxes, labelled as belonging to the FBNS, be removed from the store room.  
Giving hirers access to the risk assessment was discussed. C.W. to send risk assessment to Jeremy Collins for inclusion on the village website and

will pin a copy on the notice board in the hall. The risk assessment can be linked to the hirer agreement.

An unexplained and unauthorised use of the hall between Wednesday 4<sup>th</sup> and Monday 9<sup>th</sup> May has left a large number of black marks disfiguring the hall floor. This has proved difficult for our new cleaner to remove. The key pad number will be changed.

Hirers are asked to leave the hall as found. A deposit scheme would be complicated. If extra cleaning is required after an event the hirer could be invoiced to cover the cost.

10. Items for future meetings

Revisiting reserves policy (currently “VAT registration and Investment Fund”) N.B. VAT saving on current works has saved £4,000.

Replacement of entrance lobby/loo roof.

Does the constitution remain ‘fit for purpose’ (I.S.)

11. Date of next meeting – To be confirmed. Possible dates – Monday 20<sup>th</sup> June or Monday 27<sup>th</sup> June.