

Buckland Newton Village Hall

Minutes of the committee meeting held on Monday 1st August 2022

1. Attendance – Nicki Barker (NB), Ian Scott (IS), Katharine Hayens (KH), Susan Moring (SM), Sandie Stout (SS) and Caron White (CW).
2. Apologies – Kate Parish and Vinny McKenna.
3. Declaration of interests – none.
4. Approval of minutes from meeting held on Monday 20th June 2022.
Approved and signed by NB.
5. Matters arising
 - a. VAT registration. The hall is now de-registered. This means a 20% increase in income from hall hire fees.
 - b. Front door key pad number has been changed.
 - c. WIFI – code not changed yet. Vinny is sorting this.
 - d. Cleaner’s salary – SS and SM have arranged to meet Debbie next Monday to discuss a salary review. The committee is proposing an increase per hour of £2.00 which raises the salary to £14.00 per hour.
 - e. Loft hatch – CW has changed the risk assessment to take into account concerns regarding the flap on the loft hatch. IS and KH were asked to read the revision and contact CW regarding wording.
6. Village hall clean-up weekend (Sat 6th and Sun 7th August) NB has produced a list of jobs that need doing. We discussed the jobs and ascertained who was to lead on each job. NB has already painted the walls of the hall and one wall of the committee room. Materials to be left behind the stage curtains. The blinds to be mended by Rob when he is back at work.
7. New hire charges KH and IS have investigated hire charges at other comparable halls and, in the light of this, presented proposed changes for hire charges at Buckland Newton hall. IS suggested that if the changes were adopted we should review the hire charges after a year. IS explained the proposed changes which were agreed. Thanks to IS and KH for their work on this. The issue of the Post Office using the cloakroom for three mornings a week and the effect this might have regarding future bookings was discussed. Potential hirers would have to be made aware of the presence of the Post Office. We discussed raising the fee for holding elections in the hall from £150 to £200. IS to write to hirers regarding the new charges which will be from September.
8. Attracting more hirers SS suggested that a clearer and larger sign by the entrance would make finding the hall easier. An attractive porch, roses, better

planted flower beds and painting the front doors were discussed as future projects to enhance the hall. CW suggested that a tidier notice board with photos to show the potential of the hall would improve the foyer and be viewed by local Post Office users. The hall hire charges and photos could be put onto the village website. Every three months or so they could also be advertised via the village Facebook page and in the LVN to show the possibilities and potential of the hall.

On September 7th we are proposing to hold an open afternoon/evening. It will be advertised as a drop in session for people to see what the hall can offer. It would be good to attract newcomers and younger people from the village as well as representatives from local authorities.

9. Reducing energy use. We need to keep an eye on our energy use / bills.

10. Completion of electrical work. P and R Hurt have completed the work for the the five year condition report certificate and the emergency lighting. VM has sent these to our insurers. No invoice yet. When CW carried out the monthly emergency lighting check last month, the emergency light in the kitchen was not working and one outside at the back of the hall appeared faulty. S. White has been asked to investigate and rectify.

11. Any other matters

a. SM wondered if Artsreach using the pub as a venue for shows impacts on their use of the hall. IS explained that the village hall is still the main venue for Artsreach, the pub is a very good venue for outdoor shows and that the village Artsreach committee have a good relationship with the pub.

a. The question was raised regarding whether the fete would support the hall. It was agreed to ask for funding towards the electrical upgrade and certificates. CW to calculate the total cost of electrical work and to write to KP and request a contribution of £400.

The meeting ended at 10.45am.

Date of next meeting – Monday 5th September 2022 at 9.30am