

## BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 1<sup>st</sup> September 2010 at 8.00 pm

### ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Fizz Lewis [FL], Jan Marpole [JM], Trevor Marpole [TM], Emma Munday [EM], Fran Parker [FP], Ian Scott [IS], Janet Shaw [JS], Sue Sulkin [SS], Brian Wells [BW]

1. APOLOGIES

Gill Nell [GN]. Owing to a misunderstanding, there was no substitute representative from the Lunch Club present.

2. DECLARATION OF INTEREST

There was no declaration of interest by any member present.

3. APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 22<sup>ND</sup> JULY 2010

The Minutes for 3<sup>rd</sup> June 2010 were amended to show that charges for Children's parties would increase to £15 for village users and £20 for non-village users. The minutes were then approved unanimously by those present at that meeting and signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> JULY 2010

No matters arising.

5. VILLAGE HALL CLEAN-UP

Nicki Barker reported a successful day and extended thanks to all those who had helped. The cleaning materials cupboard had been tidied up and it was noted that the front windows required replacement (see below) and that the kitchen required refurbishment in the near future.

6. WINDOW REPLACEMENT

Jan and Trevor Marpole were thanked for arranging replacement of the windows in toilets and cloakroom area. Quotes had been obtained from Firmseal for standard, better and premium (A-rated glass) versions and the premium versions installed.

7. FINANCIAL REPORT

Sue Sulkin reported as follows:

HSBC Account: £481

CAF Account: £22,646

The CAF account had been used to pay for the new windows. The Hall floor refinishing had been more expensive than anticipated (£552) as complete sanding had been needed. This was attributed to wear caused by the feet on the green chairs. Sue Sulkin would

### ACTION

SS

investigate whether replacement pads could be obtained and fitted. The Fire Alarm panel had been checked by Vale Fire Safety who had quoted £280 + VAT for replacement of the faulty component. An annual service charge would subsequently be incurred. The break-glass alarm points were however still working. Nicki Barker would contact Building Regulations department to find out what the current fire alarm requirements were. Trevor Marpole would investigate possible replacements. Ian Scott would contact the Fire Officer to get an opinion on requirements.

NB

TM  
IS

8. **HEATING PROGRAMMER**

Brian Wells reported on correspondence from Norris & Wiseman who had been asked to look at the whole heating system. They had advised that the system was over complicated for the Hall's needs and suggested a 24 hr x 7 day programmer plus froststat set at 10 degrees, removal of the thermostatic valves from the radiators in the main Hall as they were conflicting with the main thermostat, adding a Magnaclean filter and flushing the system. Including balancing and testing this would cost £886.90. They had also suggested that the boiler was undersized. A replacement would cost approximately £3K. It was agreed as a start that Trevor would change the temperature sensor and if no improvement the programmer would be changed.

TM

9. **HALL LICENCE**

Ian Scott reported that the advisory notice had been published in the Lydden Vale News and other conditions complied with. 28 days were allowed for objections and the new licensing arrangements should be in place by November.

10. **KITCHEN PROJECT**

Brian Wells and Jan Marpole presented alternative layouts, involving external building work and internal re-arrangement respectively. The internal re-arrangement proposal would involve reduction of space in the Committee Room. Budget costs were of the order of £20K and £6K for the alternative proposals. There was considerable and wide-ranging discussion on the pros and cons of each proposal. There was also considerable discussion on funding the project. In principle, the Committee would fund half from the CAF account, provided that the balance was raised by fundraising within the village. Sources of funding considered were the Fete, the United Charities, possibly the Goose Auction (following an offer from Mark Hammick). It was considered desirable to fundraise before commencing work in order to encourage fundraising efforts. Timing of the work could be October at the earliest, but this would depend on fundraising timetable.

Voting on the proposals was as follows: In favour of external building proposal – 0; In favour of a basic refit (not extending into the Committee Room) – 3; In favour of internal re-arrangement, provided that as much as possible of the current Committee Room space could be retained – 8. It was also agreed unanimously that a

maximum of £3K would be provided from the CAF account.

It was agreed that the Lunch Club would be consulted on the proposals.

**11. PLAYGROUP**

Emma Munday reported that they had been unable to recruit a Leader for the Playgroup. Discussions would proceed as and when possible with the school about an Early Years / Foundation unit in the school, although this was likely to be a fairly protracted process. In the meantime, it was proposed to have a parent-run Toddlers group on Tuesday and Wednesday mornings from 9.00 am to 11.30 am.

Emma requested that the gate by the shed be rehung; Trevor Marpole undertook to look at this.

**12. DATE OF NEXT MEETING**

Tuesday 5<sup>th</sup> October at 8.00 pm.

The meeting closed at 10.55 pm.

TM