

## BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 2<sup>nd</sup> July 2008 at 7.10 pm

### ATTENDANCE

Nicki Barker [NB] (*from 7.30 pm*), Kate Beaumont [KB], Jeremy Collins [JC], Chris Hildred [CH], Jan Marpole [JM] (*from 7.25 pm*), Trevor Marpole [TM] (*from 7.25 pm*), Ian Scott [IS] (Chair), Janet Shaw [JS], Sue Sulkin [SS], Keith Wright [KW].

#### 1. APOLOGIES

Apologies were received from Bridget Baker [BB] and Janet Burnett [JB].

#### 2. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> APRIL 2008

The Minutes for 24<sup>th</sup> April 2008 were approved unanimously and signed by the Chair.

#### 3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> APRIL 2008

- i. Kitchen Refit. The possibility of a kitchen refit (using recycled cupboards) to be considered at the first meeting after the AGM.
- ii. Suspended Ceiling. There is a possible slippage of some tiles; also accumulated debris and dead flies in the fluorescent light covers.
- iii. Review of Hiring Conditions. Carried over to new Committee at first meeting after AGM. A brochure for the Village Hall to be updated and published once hire costs are reviewed.

#### 4. FINANCIAL REPORT

Sue Sulkin reported as follows:

HSBC Account: £705.83

CAF Account: £25,186.04

HSBC provide free banking but there is no overdraft facility and automatic transfers between accounts have been stopped. There is now only one working bank account in order to avoid future charges. £100 refund of charges has been negotiated which will show in the following year's accounts.

i. Hire Charges. Hire charges need to be raised to cover increased energy costs. Users should be advised as soon as possible and charges increased in September.

ii. Bookings. The Gym Club have stopped using the Hall during the summer, but may return in the autumn.

#### ACTION

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| <p>5. <b><u>HALL IMPROVEMENTS</u></b></p> <p>i. <b><u>Committee Room Tables.</u></b> These have been refurbished by a contact of John Baker at a cost of £25.</p> <p>ii. <b><u>Electrical Test.</u></b> AKH Ltd have carried out the electrical test. Two problems found, one with earthing/isolation of oil tank and one RCBO to be added to the main board. Probable cost of £500 including remedial work, testing and 5-year certificate. PAT Testing; need to confirm when this needs to be done, as individual items will have different test schedules.</p> <p>iii. <b><u>Damp in Committee Room.</u></b> A drawing of the drain outside the Committee Room door has been found; further investigation needed.</p> <p>iv. <b><u>Main Hall Floor.</u></b> Finishing material used has been identified; quote to be obtained for work to be done during summer holidays.</p> <p>v. <b><u>Repairs to Party Damage.</u></b> Urinal has been repaired; towels returned. Disabled toilet door hinges are bent.</p> <p>vi. <b><u>Summer Working Party.</u></b> No further plans for a working party at present. Gutters require attention, as do open eaves in front loft (but retain some ventilation). Rear loft to be cleared and strip lighting installed after the Fete, when loft will be empty. Possibly increase size of loft access opening. Next 'normal' working party in April 2009.</p> <p>vii. <b><u>Fire Extinguisher Test.</u></b> Nicki Barker to arrange.</p> | <p>TM/CH</p> <p>SS</p> <p>All</p> <p>NB</p> |
| <p>6. <b><u>HEALTH AND SAFETY ISSUES</u></b></p> <p>COSSH sheets are required for two items, one cleaner containing bleach and a fly spray. Suggested the fly spray should be kept off the premises as it was an 'industrial' type.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>KW</p>                                   |
| <p>7. <b><u>ANY OTHER BUSINESS</u></b></p> <p>i. <b><u>Cleaner.</u></b> It was understood the cleaner may take maternity leave. She was understood to be self-employed but that the position could be kept open on an unofficial basis. Sue Sulkin to talk to the cleaner.</p> <p>ii. <b><u>Licensing.</u></b> Ian Scott reported that the licensing situation would probably be reviewed in the autumn, with simpler conditions for village halls.</p> <p>iii. <b><u>Constitution and Scheme.</u></b> A copy of the Constitution and Scheme under the Charity Commission was circulated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>SS</p>                                   |
| <p>8. <b><u>DATE OF NEXT MEETING.</u></b><br/>Thursday 31<sup>st</sup> July at 8.00 pm.</p> <p>The meeting closed at 7.55 pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |