

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 7th February 2008 at 8.00 pm

ATTENDANCE

Bridget Baker [BB], Nicki Barker [NB], Kate Beaumont [KB], Jeremy Collins [JC], Ian Scott [IS] (Chair), Janet Shaw [JS], Sue Sulkin [SS], Keith Wright [KW]

1. APOLOGIES

Apologies were received from Janet Burnett [JB] and Chris Hildred [CH]. Ian Scott reported that a letter had been received from Joyce Warne, tendering her resignation as member for the Gardening Club. Sue Sulkin to write a letter of thanks to Joyce Warne, also inviting the Gardening Club to nominate an alternative member. Ian Scott would also ask John Butler/Fran Parker whether they would serve as a co-opted member of the Committee, representing the Artsreach events.

ACTION

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2. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 4TH DECEMBER 2007

The Minutes for 4th December were approved unanimously and signed by the Chair.

3. MATTERS ARISING

There were no matters arising that are not dealt with elsewhere in the agenda.

4. FINANCIAL REPORT

Sue Sulkin reported as follows:

Money Management Account: £435.21

Treasurer's Account: £502.00

CAF Account: £24,868.10

Consideration was given to changing from the CAF account to an account which would give a slightly higher rate of interest but would require the money to be locked in for a minimum period of 1 – 3 years. It was agreed to remain with the CAF account. £713.56 has been paid for the insurance policy.

Bookings and Booking Fees. £162.50 received from Artsreach (New Scorpion Band) plus £53.80 from the bar and £24.75 coffee money. 36 new wine glasses have been purchased.

Weightwatchers and Keep Fit on Saturday mornings continue.

The Saturday morning Keep Fit organisers have agreed to alter their meeting times slightly when other events are booked for Saturday lunchtime. A 2-session First Aid course will take place in May.

A list of regular bookings was included in the Lydden Vale News and posted on the Village Hall noticeboard.

Refurbishment. £298 has been received back from HMRC for VAT reclaim.

5. **MOVIOLA / ARTSREACH PROGRAMME**

New Scorpion Band (13th December) was very successful with a capacity audience. 'The Polish Play' is scheduled for 2nd March.

Moviola will not supply films in future as they are servicing only larger venues (minimum audience of 60 required). Ian Scott believed there may be room for negotiation and will follow this up.

In the meantime Andrew Stone has acquired a projector and has asked whether he could hire films independently and show them. A Licence will be needed (Ian Scott to advise Andrew Stone) and the Committee agreed in principle to let Andrew Stone use the £80 in hand from Moviola as working capital to set this up.

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6. **HALL IMPROVEMENTS**

Outstanding Work. Downlighters in toilets had to be replaced as Trevor Marpole had found they were not up to fire regulation standard. Upstand tiles at base of wall in toilets need to be fitted (believed they have been bought). Plaster repair is needed in Committee Room, but only after source of damp has been cured. A work party to spruce up the Hall (especially paintwork on stage front cupboards on Sunday 6th April from 10.00 am. Item to be put in Lydden Vale News.

The Lunch Club had spring-cleaned the kitchen and suggested some improvements. No action at present but any future work to be carried out in Summer holidays.

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7. **HEALTH AND SAFETY**

Fire Extinguishers. Confirmed that an annual contract is in place for fire extinguisher servicing. (Janet Shaw joined the meeting). The fire alarm system was discussed. It was agreed to retain the manual fire bell system but to leave the break-glass system live for the present. The fire notices in the entrance hall may need modifying.

Electrical Test and 5-year Certificate. A suitable engineer has been found. Charge of £34 call-out, £34 per hour and £25 for the Certificate. Ian Scott to arrange; a Committee member needs to be present to open up and lock the Hall.

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8. **HIRING AGREEMENT**

The existing Hire Agreement was tabled. Committee Members to consider possible alterations, e-mail comments to Ian Scott and discuss at next meeting.

All

9. **CONNECTING DORSET COMPUTER PROJECT**

Jeremy Collins tabled a report on the Connecting Dorset project which would partially fund the installation of a computer and

broadband connection in the Village Hall. It had been hoped that Mary Mathers from DCA would attend the meeting to answer questions. Ian Scott reported that he understood only 12 Village Halls out of a target 120 had signed up for the scheme. After discussion of the report, the Committee agreed that at present the conditions on the Village Hall would be too onerous and outweigh the possible benefits. It was suggested that Members canvas opinions from Lunch Club and other interested parties but that at present no action would be taken.

10. **ANY OTHER BUSINESS**

Kate Beaumont reported that Carol Mason had attended a Health & Safety course at which it was stated that COSH sheets should be available for all hazardous chemical stored in the Hall. As the cupboard where these are stored is locked, it was felt that this was not necessary, but that paint currently stored in an unlocked cupboard should be removed. As drinking glasses are stored in the cloakroom/bar area, it was agreed that children should not be allowed in that area unless supervised by an adult.

11. **DATE OF NEXT MEETING**

Thursday 24th April at 8.00 pm

The meeting closed at 9.02 pm.