

Buckland Newton Village Hall.

Minutes of the committee meeting held on Monday 9th January 2023

1. Attendance – Ian Scott (IS), Katharine Hayens (KH), Kate Parish (KP), Vinny McKenna (VK), Jenny Ferreira (JF) and Caron White (CW). Rebecca Hamilton (RH) joined via Zoom. Welcome new attendees - Jenny who represents Lunch Club and Rebecca who is representing Little Goslings.
2. Apologies – Nicki Barker (NB) and Sandi Stout (SS)
3. Declarations of interest - none
4. Approval of minutes from meeting held on Monday 7th November 2023.
– minutes were approved and signed by CW.
5. Matters arising
 - a. Bookings – IS reported that bookings are encouraging. For example the Pilates class is booked for Monday and Thursday mornings and Piddle Valley Players are using the hall to prepare and put on their production. During November and December several children’s parties took place. Good that younger families are using the hall. Little Goslings is thriving. We have had enquiries from training type events and a family reconciliation group from Portland. Sherborne Rugby Club and a company advising fire officers have booked training sessions in the hall during March. Tickets are selling well for an Artsreach event at the weekend. We rely on regular users sending in their intentions when bookings vary.
 - b. Blinds servicing - NB will organise this when she returns.
 - c. Electricity contract – VM reported that we will be on our current contract until next year.
 - d. Oil tank – KP suggested that money should be ring fenced for a replacement tank.
6. Work to be done following the risk assessment review. –
 - a. Attach a fluorescent strip to the gatepost adjacent to the car park and patio.
 - b. Remove leaves from the surface of the car park in autumn and winter. CW will action.
 - c. A risk assessment for the wildlife area should be undertaken by hirers if they intend to use this area. This advice needs to be written in the hirer agreement. IS to add information to the hirer agreement.
 - d. The balance weight for the stage curtains, to the left of the stage, needs to be secured with a hook.

- e. The door fixings for the cupboard doors under the stage need to be replaced.
- f. The bungees used to secure open the glass patio doors need to be clearly available to hirers. RH said that leaving them on the door handle is dangerous for toddlers. CW will locate bungees and put in a clearly labelled drawer.
- g. To reinforce that there is a flap in the loft hatch above the committee room and to warn users, a fluorescent tape needs to be attached around the edge of the loft hatch. Also, a notice reminding users about the flap should be posted on the wall nearby. CW will buy some fluorescent tape.
- h. The ladders need to be secured to the wall. KP is to take one of the ladders to the tip. The remaining ladder will be secured to the wall in an upright position.
- i. Child locks to be fitted to the cupboards of glassware in the cloak room.
- j. A small grit bin needs to be purchased and positioned near to the entrance to the car park.

It was decided that CW is to contact a local trades person to undertake most of the jobs listed above.

RH suggested that a sign could be put on the kitchen door reminding parents that children are not allowed in the kitchen. IS said that rather than putting up notices it is preferable if hirers advise parents. KP suggested shutting the lower door of the hatch or using a stairgate. Likewise, no more than four adults should be in the kitchen at one time. The number of chairs in a stack was discussed with a view to creating more space in the storage room and clear access to the fire door. No more than 7 is advised by the risk assessment. IS to speak to Piddle Valley Players regarding efficient and safe stacking. IS reported that water pipes froze in December. The heating was on but at some point pipes froze in the kitchen and gents toilet. The mains was turned off and thankfully the pipes did not burst. Whether more pipe insulation is needed was discussed and RH asked if the hall insurance specified a temperature (15 degrees?). The insurance needs to be checked for this. IS asked RH if Little Goslings would be returning to the pub. RH replied that this has not been decided but she will inform IS. KP will ask Paul Gale (architect for rebuilt part of

the hall) if he has a plan of the pipework. KP suggested that the kitchen overhaul should be a long term project. JF said that the kitchen is practical and roomy enough for lunch club and gardening club. KP said that we need a full set of crockery and cutlery and a dishwasher. If available we may get a grant. JF said that the fridge door is rusty but has been checked by David Moring and works fine.

7. Financial report (VM) There is £5815.11 in the current account and £23,154.86 in the deposit account. Some money is owing.
8. Future projects and grants. A grant being offered by ACRE covers only 20% of the cost of a project. KH suggested that the ceiling should be a priority. IS wondered if the ceiling needs replacing or refurbishing. It consists of a metal grid, tiles, integrated lights and insulation. IS suggested that there may be grants available for the voluntary sector through Low Carbon Dorset. KP said that we should get a ceiling expert to take a look. IS said that the acoustics provided by the ceiling is important. KP is to call Paul Gale for advice.
9. Gutters During the risk assessment review KP and CW noticed that one of the gutters is leaking and the gutter was full of leaves. CW will ask the person we employ for the other jobs mentioned to clear and repair the gutters.
10. Any other business
 - a. VM suggested that the two unbroken sections of the ladder that we are disposing of could be advertised on the village Facebook page for £25 ish.
 - b. VM reported that there will be a bill for the boiler service and WIFI. The hall's cleaning costs had increased along with bank charges. KP asked if the hall's income was covering the costs. VM said that income should cover costs. IS said that more bookings were coming in both local and non-local.
 - c. JF commented on how clean the hall is.

Meeting ended 10.45am

Date of next meeting – Monday 17th April 2023 at 9am.