

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 12th February 2009 at 8.00 pm

ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Emma Holgate [EH], Jan Marpole [JM], Trevor Marpole [TM], Gill Nell [GN], Fran Parker [FP], Ian Scott [IS], Sue Sulkin [SS], Louise Trowbridge [LT], Brian Wells [BW], Keith Wright [KW].

1. APOLOGIES

Apologies were received from Janet Shaw, Keith Wright, Brian Wells and Louise Trowbridge.

2. DECLARATION OF INTEREST

Ian Scott declared an interest in the registered charity Artsreach.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 21ST OCTOBER 2008

The Minutes for 21st October 2008 were approved unanimously by those present at that meeting and signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21ST OCTOBER 2008

- i. ACRE Report on "How to run a Village Hall" (distributed with minutes of previous meeting). It was noted in discussions that there were relevant entries on Teenage Parties and access for all sections of the community.
- ii. Damp in Committee Room. Not yet dealt with.
- iii. Committee Membership. It was suggested that a representative from Young Farmers (Michelle Foot or Sarag Beeson) be invited to join the committee.
- iv. Film Shows. Andrew Stone was still interested in progressing this. Noted that Durweston pay a small fee to Moviola for licensing/booking but do their own projection.
- v. Mice in Committee Room. An electronic trap had been set for a week, without result.
- vi. Licensing. 8 working days' notice have to be given for TENS licences. Ian Scott reported that a single licence may become available for an annual cost of £80-£100.

5. FINANCIAL REPORT

It was noted that the Trustees of the Village Hall are the members of the Committee. A duty of due care is therefore placed on all committee members concerning the finances.

Sue Sulkin reported as follows:

HSBC Account: £1,165.00

CAF Account: £24,240.98

ACTION

TM

£418 was owed for oil delivered in the past week.

i. Bookings.

The Gym has ceased using the Hall on Saturday mornings but may recommence when Kate Sowerby has qualified as an instructor. An ad will be placed in the Lydden Vale News to encourage other bookings.

ii. Village Café. A monthly fee of £15 has been agreed. A letter from Fizz Lewis was tabled.

iii. Keys. It was noted that in the event of an insurance claim, a list of keyholders would be required. An ad has been placed in the Lydden Vale News requesting all those with keys to contact Sue Sulkin and return unwanted keys.

SS

6. ITEMS NEEDED IN HALL

i. Spare Kettle and Urn. Trevor Marpole had repaired the urn and was thanked. Purchase of an additional kettle and 30 tumblers was agreed.

7. ITEMS REQUIRING ATTENTION

i. First Aid Kit. The First Aid kit may not include sticking plasters. Suggested a separate pack be provided.

ii. Ladies Cloakroom. The taps needed attention.

iii. Doors below stage. These needed repainting – to be done over following weekend.

iv. Lists of 'How to Use' etc. These included:

Outside Lights (side), automatic lights over front door, Stage Lights, Sound System, Hearing Loop;
location of cleaning cupboard key, location of stopcocks (main, subsidiary, men's urinal);
location of glasses & cutlery, cleaning materials;
hot water heater instructions;
Heating system instructions;
Use of fire alarm;
'On leaving building' list – rubbish, radiators back to '3', leave blinds up for solar gain.

8. FUTURE WORK ON HALL

This included enlarging the loft opening and considering applying for a POPP grant for refitting the kitchen.

9. FUTURE EVENTS

The Tin Man Puppet Show was planned..

10. PARISH ROOM

It was agreed to work in partnership with the Parish Room for appropriate use and suitable events. The Parish Rooms were funded by the Parish Council. The loan of 2 card tables and spare red chairs was agreed.

11. **ANY OTHER BUSINESS**

No items raised

12. **DATE OF NEXT MEETING.**

Thursday 11th June 2009 at 7.30 pm, followed by AGM at 8.00 pm

The meeting closed at 9.11 pm.