

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 13th February 2012 at 7.00 pm

ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Jan Marpole [JM], Trevor Marpole [TM], Sue Nickisson [SN], Fran Parker [FP], Philippa Perrett [PP], Ian Scott [IS], Sue Sulkin [SS], Jane Thrift [JT].

1. APOLOGIES

Mark Douglass [MD]

2. DECLARATION OF INTEREST

There was no declaration of interest by any member present.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 27TH OCTOBER 2011

Approval of the Minutes for the meeting held on 27th October 2011 was agreed unanimously by those present at that meeting and signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27TH OCTOBER 2011

No matters arising.

5. MAINTENANCE AND NEW INSTALLATIONS

Concerns had been raised by Mr Batten (Stevens Walk) about water seepage and possible future damage arising; also damage to fence caused by cars striking fence when parking. (Owners of No 1 had complained about damaging the fences and owners of No 2 had the fences blown down and damage to drain.) It was agreed that Sleepers will be positioned along the north side of the main car park to protect the fences of No 1. A blue water main pipe was encountered running at about 12" depth below the boundary fence with No 2 (The water main flowed from East to West and a stopcock could not be located, nor any indication of whom it fed. There was no indication of whether it continued behind No 1 because of the trees). The spring water from north side of the hall has been piped into the main drain running through the rear garden of No 2. The fence panels has been replaced as a thank you to No 2, for allowing us to hook into their drain. Martin Perrett has made no charge for this work.

Heaters in Bar/Cloakroom and Ladies Toilets have been replaced at a cost of £560 (paid for by Fete Committee) and bill has been paid. JC will write to Fete Committee.

Additional 50 wine glasses are needed. Fran Parker to obtain.

6. FINANCIAL REPORT

Sue Sulkin reported as follows:

ACTION

JC

FP

CAF Account: £23,064.00

HSBC Account £675.15

Recent Payments: Electricity £108.02, Fencing £360, Water Heaters £560, Annual Insurance Premium £654.74. Booking fees have been collected from Lydden Ladies, Village Café, Yoga, new Pilates class and Art Class. Lunch Club and Garden Club are due to settle this month,; Youth Club will pay monthly; BAPS will pay for hire for Pantomime in late March after the show.

Bookings: There are now three new regular bookings: Art Class on Wednesday afternoons, Pilates on Thursday mornings and Youth Club on Tuesday evenings.

Oil Tank: We are not covered by insurance against leakage from the oil tank and either a bunded tank or separate bunding (subject to insurance company approval) will be needed. Cost of a new bunded tank is £1,600. Trevor Marpole to investigate possibility of external bunding and look at condition of tank.

Food Hygiene: Hall has been awarded 5-star rating following inspection in November 2011.

Booking Schedule: Updated on website at www.bucklandnewton.com

7. **NEW USER GROUPS**

Youth Club: No issues. Attendance approximately 30-35 each week, mainly 11-12 year olds. Will continue through holidays.

Goslings: No issues.

8. **ITEMS REQUIRING ATTENTION IN HALL**

Catch required on access door below serving surface in kitchen, plus adjustment to hinge and catch on shutter.

Refrigerator in kitchen to be left switched on permanently.

9. **ARTSREACH EVENTS 2012**

Final event prior to the Autumn is Buffalo Gals on 1st March. Stage extension not required and will be moved under verandah on the afternoon of 1st March. Ticket sales going well. Ian Scott noted that absolute maximum seating capacity of hall is 130.

10. **BAPS PANTOMIME 21ST TO 24TH MARCH 2012**

Tickets now on sale; Saturday night virtually sold out. Maximum audience capacity for this event, because of seating for chorus etc is 100.

11. **APPORTIONMENT OF STORAGE SPACE FOR USERS**

Storage was reviewed and some items moved to loft area. Kitchen cupboards to be labelled to avoid cross-use of crockery etc. Nicki

TM

TM

Barker will provide list of labels, Jeremy Collins will laminate.

NB / JC

Mothers & Toddlers: Much work has been done to identify what equipment is needed and a lot has been cleared. Small chairs have been moved from under-stage to loft, Philippa Perrett to investigate replacement 'feet' for chairs so as not to scratch floor. Possibility of moving filing cabinets from storeroom to loft once contents have been reviewed. Outdoor equipment to move to outside shed when shed has been installed.

PP

PP

Youth Club: Items in Bar/Cloakroom cupboards to be moved. Football (?) table on stage to be moved to storeroom. Right-hand under-stage cupboard for Youth Club use after Pantomime.

SN

BAPS: Long and wide under-stage cupboard to be used for storage of scenery 'flats'. Trolley will need modifying. Temporary use of right-hand under-stage cupboard for props etc.

TM/JM/JC

Apportionment of storage is therefore:

LUNCH CLUB.....Cupboards in Kitchen + 1 understage trolley
LYDDEN LADIES.....1 cupboard in Kitchen
VILLAGE CAFE.....1 cupboard in Kitchen
ARTSREACH.....1 end cupboard under stage
MOTHERS & TODDLERS.....Shared storage of Rear Storage room.+ understage store at rear + 1 understage trolley + 1 cupboard in Kitchen
YOUTH CLUB.....Shared storage of Rear Storage Room + future use of RH end understage area + 1 cupboard in Kitchen
BAPS/BADS.....Long understage trolley + temporary use of RH end understage area.

12. **AOB**
No items raised.

13. **DATE OF NEXT MEETING AND AGM**
T.b.a.

The meeting closed at 8.15 pm.