

## Buckland Newton village hall committee.

### Minutes of the committee meeting held on Friday 15<sup>th</sup> October 2021 at 4pm.

1. Attendance - Nicki Barker (Chair)(NB), Ian Scott (IS), Katharine Hayens (KH), Susan Moring (SM), Kate Parish (KP), Sandie Stout (SS) and Caron White (CW). Vinny McKenna (VM) attended from 3pm

2. Apologies - none

3. Matters arising - NB is to be away for the next month. It was agreed that CW would step in as vice chair if needed. KH to be vice minute secretary if needed.

### Agenda continued from the committee meeting held on Friday 1<sup>st</sup> October

4. Health and safety work (urgent)

Ash tree removal -Both Ash trees have been felled. The advertisement for locals to collect logs (donation to the VH suggested) will be on the village Facebook site, in the shop and in the Lydden vale news.

Car park pothole- An estimate has been received for resurfacing the VH carpark and replacing manhole covers from Dorset Groundworks. After discussion about whether to fill in the pothole or re-surface, it was decided that re-surfacing was best.

Air cleaning system – KP said that CO2 monitors are being used in classrooms to indicate when more ventilation is needed. KP to explore. Better if monitor has a dial. KP to investigate further for use in main hall and whether it has an alarm that would interfere with events.

The hall first aid kit needs checking. This will be done as part of a general risk assessment which CW and KP will action.

Replacement of lobby lighting – All done.

5. Health and safety work (non-urgent)

Fence panels on south side – Leaning from neighbour's side. Work needed to cut back vegetation. KP to investigate quote for picket fencing to see if this was included. Tony Perrett has not come back with a quote.

Replacement of lighting in the toilets, store and committee rooms – suggested that fluorescent lights be replaced in kitchen and boiler room/chair store. CW to investigate and action.

Re-set heating for winter use – Heating has occasionally been left on by hirers. Need to institute a protocol for all committee members to follow should any of us note something amiss in the hall or its grounds, such as heating on or windows left open. The protocol is to email all committee members to ascertain if this should be happening and make sure it is rectified. IS and NB have set the programmer to automatically return to 6 degrees if the heating is advertantly left on. Regular users have pre-arranged heating.

## 6. Update on agreed works

Broadband installation – (VM) Proving difficult to speak to someone about this. Not possible to share a line with the P.O. VM will continue to contact BT.

Garden tidy up work party (NB) Thanks to committee members and volunteers who worked on the garden areas.

Floor resealed (NB) Mr Birch has re-sealed the floor. This is done roughly every three years depending on wear.

Little Goslings Emily who now runs Little Goslings is going to look at the equipment in the cupboard and larger shed. They are staying at the pub/play bus for now.

## 7. Grants for additional works

NB raised question of whether to spend some of the VH funds over the winter. There was then a discussion regarding this issue. Points raised included : that we are losing the value of the money as the cost of materials increases (SM), rental income this winter could be quite low (NB), the lockdown grant money was given for us to help hirers return (IS), we should be investing money in the hall (KP), Some money should be ring fenced until the hall can return to being self-financing when the pandemic is behind us. (NB).

The question of how to attract more people to use the hall was raised. IS suggested that the installation of WIFI will help. NB suggested there may be a grant to help with installation costs. Other sources of funding for projects could be investigated. KP raised the subject of having a business plan which would cover how finances are managed for the next five years and ensure the sustainability of the hall. IS and VM had started to look at charges before COVID and were hoping not to increase until the spring. KP raised the prospect of the hall's electricity and heating costs increasing. Key that the retention and priority for local usage is supported by outside businesses. D.C. will need space

for events in the future. Regarding bookings, there are gaps for some morning events.

There was then discussion about projects that are being considered. SM has quotes for replacing the curtains and stage curtains from The Stitching House (£8,300 -£10,000) and from Steve Bain (£5,247.50). CW suggested refurbishing the curtains, poles, rings and hooks. Regarding landscaping the N.E. corner, Dorset Groundworks has quoted £560 +vat. To tarmac the carpark the quote from Dorset Groundworks is £8,000. KP pointed out that the cost of getting this done is increasing. KP to go back to Dorset groundworks to clarify the costs of this and fencing. A couple more quotes for tarmac are also needed possibly from Gregory's of Piddlehinton (KP). NB to send KP the name of the tarmac company used at Lydden Meadow recently (Kingsmere of Gillingham). So far quotes for fencing are £3,500 - £6,000. Fencing not urgent and we should get another quote from Tony Perrett.

VM suggested that some money is spent on projects and some withheld. It was decided that re-surfacing the carpark is a priority and that the landscaping could if possible be done by the same company to reduce the cost. It is essential that the landscaping is done before resurfacing the car park so the new tarmac is not damaged. Before re-surfacing takes place the large shed (belonging to Little Goslings) and paper store need to be removed. Once we have the quotes we can go ahead with landscaping and re-surfacing with tarmac (NB).

VM updated the committee regarding the electricity bill issue. A bill for £421 had been received. VM read the meter and requested another tariff. VM persevered and after 'phone calls and correspondence has sorted it and we have a bill for £88.00. CW suggested a smart meter. VM has asked about this but has not received a reply.

## 8. Items for future meetings

Reserves policy.

Replacing the entrance lobby roof (not done before as funds were needed to pay VAT on hire charges although we could de-register in the future). KP suggested this could be included in a business plan.

Constitution review and dishwasher.

Meeting ended at 4pm.