

Buckland Newton Village Hall committee

Minutes of committee meeting held on Thursday 24th February 2022 at 9.30am

Present: Kathryn Hayens (K.H.), Ian Scott (I.S.), Vinny McKenna (V.M.), Nicki Barker(N.B.) and Caron White (C.W.).

1. Apologies : Kate Parish (K.P.), Susan Moring (S.M.), Sandi Stout (S.S.) and Emily Orford (E.O.)
2. Declaration of interest. None.
3. Approval of minutes of committee meetings held on 1st and 15th October 2021. Minutes approved and signed.
4. Matters arising. Car parking spaces in the village hall car park need to be available for hirers. I.S. and N.B. will speak to the owners of cars that are sometimes parked there. The car park will need to be clear for the re-surfacing work.
5. Treasurer's financial report. V.M. reported that the current account holds £22,108.8 and there is £23,112 in the deposit account. Income from regular users is still down. Pilates and Garden Club have stopped though Garden Club is due to re-start. Piddle Valley Players have yet to be invoiced. We need to cover approximately £7000 of normal expenses over a year. With oil prices going up we may have a deficit of 4-5K this year. We have had grants from which we will spend £20,000 if all the suggested work is carried out. A £2000 grant regarding WI-FI has been applied for. I.S. said that it is good to improve the hall with WI-FI in order to encourage more seminar bookings.
6. Discussion of current and proposed expenses. N.B. suggested that, at this point, as energy costs are rising and finances are going to be tight we should go ahead with the jobs to which we are committed but not the curtains and fencing/gates around the patio. The deposit account should remain untouched in these uncertain times. Changing the tap in the disabled toilet should improve the electricity bill. I.S. is to ask hirers to check that all taps have been switched off. Regarding hiring fees, N.B. said that we need to keep hall fees as low as possible to support regular users and keep them hiring the hall. We will reconsider hall fees during our meeting in May. Once the WI-FI is in we can contact Dorset Council about hosting seminars at the hall.

The spending on upgrades and normal expenses so far has been:

- Fire bells/signs £116

- floor sanding £400
- tree removal £680 (£62 received in donations for logs)
- replacement lights £1197
- boiler service £90
- electrical certificates work £565
- taps replacement £156
- fencing £1450
- deposit for re-surfacing car park £1007

7. Dealing with high energy bills. V.M suggested that we might be able to buy oil more cheaply from a different supplier. The oil is topped up every quarter. N.B. suggested that we keep an eye on prices and review in the autumn.

8. Emergency use of the hall. We may well be asked to be an emergency centre in the near future. During recent power cuts, I.S. was contacted by Dorset Council regarding this. The hall could provide WI-FI, heating and light powered by a generator. There was discussion about Dorset Council and the Parish Council organising this and providing a generator. N.B. is to write to the Parish Council regarding an emergency plan and provision of a generator which could be brought to the village hall. In the event of wide scale power outage communication via WI-FI would be essential. V.M. questioned if the WI-FI would work. A camping gas cooker and gas cylinder could also be purchased. C.W. to ask Stephen White regarding the viability of running the heating from a generator.

9. Ensuring car park cleared for re-surfacing. Parish Council to remove sand bin. C.W. to ask K.P. to confirm dates of tarmac re-surfacing. Fencing job to start on 17th March. CW will contact Tony Perrett to confirm nearer the time. Youth Club play in a day is on 18th March.

10. Risk assessment and matters arising. The risk assessment was discussed and amended. CW to retype and email to committee members. Jobs arising from the risk assessment were discussed. K.H. to organise a new first aid kit and to be responsible for monitoring. The patio gates are awkward to use and should always be left open.

11. Hall cleaner and rates of pay. Facebook advert. N.B. suggested that we need to review the cleaning job. We are grateful to Kelly for providing cleaning cover in Tina's absence. I.S. said that ideally one member of the committee could be responsible for managing the cleaning of the hall and checking stocks of consumables. N.B. suggested that the cupboard under the stage (once cleared) could store bulk purchases of toilet rolls and other materials. A list of jobs that should be done weekly, fortnightly and monthly is needed. Tina should be contacted to ask her about the jobs she does and if she could brief the successful candidate. An advert could be placed on the Buckland Newton Facebook page with a job description, hours and rate of pay. I.S. suggested a group of committee members meet to discuss the cleaning job and move forward with this.

12. Current and future hiring strategy. Regarding bouncy castles, our insurers need to be told that they are to be used in the hall. The question of whether hirers were signing proper agreements with bouncy castle providers was raised. I.S. has had an email regarding the Saturday yoga class booking – the class is not going ahead. Discussion regarding hiring rates will be on the agenda for our May meeting.

13. WI-FI installation. After discussion, the cloakroom was identified as the best place for the router.

14. Repairs needing attention. Jobs highlighted in risk assessment already discussed and to be part of work done during spring work party.

15. Constitution. To be discussed during the meeting in May. I.S. has been in contact with Louise Beaton (ACRE).

16. A.O.B. None

Meeting finished at 11.40am

Date of next meeting: Monday 9th May 9.30am