

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting held at the Village Hall on 24th April 2008 at 8.00 pm

ATTENDANCE

Kate Beaumont [KB], Jeremy Collins [JC], Chris Hildred [CH], Jan Marpole [JM], Trevor Marpole [TM], Ian Scott [IS] (Chair), Janet Shaw [JS], Sue Sulkin [SS], Keith Wright [KW].
In attendance: Gill Southam.

1. APOLOGIES

Apologies were received from Bridget Baker [BB] and Nicki Barker [NB]. Ian Scott welcomed Gill Southam, Jan Marpole and Trevor Marpole to the meeting. The co-option of Jan Marpole and Trevor Marpole to the Committee was proposed by Sue Sulkin, seconded by Chris Hildred and agreed unanimously.

2. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 7TH FEBRUARY 2008

The Minutes for 7th February 2008 were approved unanimously and signed by the Chair.

3. MATTERS ARISING

i. Moviola. Ian Scott confirmed that there was a £60 carry-over from Moviola events and that he was liaising with Andrew Stone with a view to cinema events being re-introduced in the autumn.
ii. Connecting Dorset. Mary Mathers (who had been expected to attend the previous meeting had apologised for not being able to attend. Julian English (POPP) had spoken to Jeremy Collins about the possibility of raising the issue again with the Committee, but lack of volunteers to cover the requisite 4 hours per week made this unlikely. Jan Marpole confirmed that the Internet Café at the Gaggle had been popular but that this was before the introduction of broadband to the village, which had changed the environment.
iii. Electrical Certificate. The firm recommended by Nicki Barker (AKH Heating) had been contacted. A date in the holidays (probably Tuesday 27th May) would be arranged for the inspection. Chris Hildred offered to lock up the hall afterwards.

4. FINANCIAL REPORT

Sue Sulkin reported as follows:

Money Management Account: £853.83

Treasurer's Account: £227.00

CAF Account: £26,474.23

The cost of refilling the oil tank (£778) had severely strained the resources but 'going into the red' had been avoided. Main source of income continues to be regular bookings such as Gym and Weightwatchers. The main hall floor will need to be stripped and refinished in the summer holidays and consideration given to a

ACTION

IS/SS/CH

new kitchen floor. Sue Sulkin was thanked for carrying out additional floor cleaning. An offer to refurbish the tables in the Committee Room by a colleague of John Baker was gratefully accepted. The weekend cleaner is currently in hospital but Grace Hunt is cleaning floors mid-week.

5. **HALL IMPROVEMENTS**

i. **Work Party Day.** An excellent turnout and much necessary work had been carried out.

ii. **Damp in Committee Room.** This is possibly due to rubble in the cavity wall adjacent to the exit door. Trevor Marpole and Chris Hildred undertook to investigate further.

iii. **Suspended Ceiling.** There is a possible slippage of some tiles; also accumulated debris and dead flies in the fluorescent light covers.

iv. **Main Hall Floor.** It was agreed to obtain a quote from Yeovil Flooring to strip, sand and reseal and also to investigate costs of replacing the kitchen floor. Work needs to be carried out in the summer holidays and between bookings.

v. **Dishwasher.** A nearly-new dishwasher had been offered to the Village Hall by Mr & Mrs Fox. After discussion it was agreed that this particular type of dishwasher was unsuitable for the Hall. Sue Sulkin to write to Mrs & Mrs Fox to thank them for the offer and arrange removal (Richard Bonnie?)

vi. **Kitchen Refit.** The possibility of a kitchen refit (using recycled cupboards) to be considered at the first meeting after the AGM.

TM/CH

SS

SS

6. **HALL BOOKINGS**

i. **Policy on Teenage Parties.** Discussion took place on the damage and aftermath of the party held on Good Friday. Chris Hildred presented an analysis of the damage and costs to re-instate, amounting to £330 (or considerably more if the urinal could not be repaired satisfactorily). These costs were based on use of external contractors as it was felt that in the event of such damage, a commercial rate should be charged and not rely on volunteer labour. Alan Pollard had already paid for refilling the fire extinguisher (£27) and had undertaken to repair damage to the disabled toilet door and the urinal. It was agreed that bookings for parties for young people (exact age limits to be determined) would not be accepted in future.

ii. **Review of Hiring Conditions.** A paper by Keith Wright and Jeremy Collins who, with Chris Hildred, had met to review the existing conditions of hire, had been circulated prior to the meeting. Ian Scott would obtain up-to-date recommended conditions of hire from the Village Halls co-ordinator. There was considerable discussion as to whether all hirers, existing hirers, or only new or occasional hirers should be asked to sign hire agreements and also under what conditions a deposit should be required. It was pointed out that if a deposit is not taken and damage occurs which the Committee is unable to reclaim from hirers, then the reinstatement costs will fall on Village Hall funds.

SS

IS

It was finally agreed that the whole matter should be discussed fully at the first Committee Meeting after the AGM and decisions taken at that time. Following the recent energy cost increases, it was also agreed that hall hire charges should be reviewed. It was further agreed that encouragement should be given to as many villagers as possible to attend the AGM so that the matter could be discussed in a wider forum. Items to be included in the Lydden Vale News for the June and July issues. A brochure for the Village Hall to be updated and published once hire costs are reviewed.

JC/CH

7. **ARTSREACH EVENTS**

The Polish Play. This had been well received and produced a profit for the Hall.

Other Events. Choral Workshops in June and possible Early Years Music events were scheduled for the autumn.

8. **HEALTH AND SAFETY ISSUES**

Safety briefing notes for users would need to be included in the Hiring Conditions document.

Kate Beaumont confirmed that COSHH sheets were needed for any dangerous chemicals stored in the Hall, even if these were in locked cupboards. Keith Wright to investigate which are needed and obtain same if possible.

KW

9. **ANY OTHER BUSINESS**

i. **Oil.** Security of the oil supply was discussed. Currently fenced in and believed also covered by insurance – Sue Sulkin to confirm.

SS

ii. **Village Hall Signs.** Chris Hildred showed a new sign for the Village Hall which was approved with thanks.

CH

iii. **Playgroup Display Board.** The addition of a further display board, to the left of the bar hatch was approved, subject to it being demountable if required. Additional coat pegs between the cloakroom doors were requested (should be above table height) – Chris Hildred to pursue.

CH

iv. **Cleaning.** Cleaners to be reminded to empty bins in toilets and check supplies of toilet rolls.

SS

v. **Summer Work Party.** To be arranged.

CH

10. **DATE OF NEXT MEETING AND AGM**

Wednesday 2nd July at 7.00 pm for 7.30 pm – Committee Meeting

Wednesday 2nd July at 8.00 pm – AGM. Glass of wine to be provided, all villagers to be encouraged to attend.

SS/JS

The meeting closed at 10.05 pm.