

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 3 January 2018 at 7.30 pm in the Diamond Jubilee Room, Briantspuddle Village Hall.

Present: Members of the Committee: Jenny Lightfoot (Chair), Allan Smith (Treasurer), Anne Colquhoun, Mike Menzies, Roger Smith, Angie Talbot, Tamsyn Tankard-Evans, Steve Webber. Also present: Sue Harris-Searle (Bookings Secretary), Lesley Wilcox (Minutes Secretary)

1. Apologies for absence

None required.

2. Conflicts of Interest

No indications of conflicts of interest were raised.

3. Approval of the minutes of the meeting of 6 December 2107

The minutes were approved and signed.

4. Planned Events / Bookings

Sue reported that:

- i. Both the Christmas Lights event and the New Year's Eve party had gone well.
- ii. All regular bookings, eg Pilates, Skittles, Keep-Fit, Music Group, Community Group etc events had been confirmed.
- iii. 11 January - SSE had advised that the electricity supply to the Hall would be cut-off during the day to allow work to be carried out. The Keep-Fit class would therefore need to be cancelled. Sue would deal with this.
- iv. 13 January – an Artsreach concert with Kathryn Roberts and Sean Lakeman. Roger and Sue would run the bar.
- v. 25 January - the Burns Night Supper. Tickets were selling well and it was anticipated that the event would be sold out. The detailed arrangements were discussed: the band had been booked, Jenny Lightfoot and Jenny Beedle would organise the catering, a number of volunteer waitresses had been found, Roger would run the bar with help from one other person, Peter Talbot would sell raffle tickets. A number of raffle prizes had already been obtained but more would be needed. At least 4 bottles of whisky would be needed for the toast; Mike offered to provide 2. Ann would enquire whether Max Events would be prepared to provide sponsorship towards the cost of hiring the band.
- vi. 31 January - a talk on Athelhampton House and Gardens.

vii. 17 February - The Occasional Singers had booked the hall for the day.

viii. Angie would confirm the date for the Village Skittles event.

ix. 9th March – Artsreach: Agent of Influence. (The Secret Life of Pamela More)

x. No Easter events were planned as yet.

xi. 5 May – Angie was hoping to organise a Dawn Chorus walk which would include a snack at the regular Saturday Coffee morning.

Sue will remind the cleaner to submit her bill for December. She then left the meeting.

5. Matters Arising (not otherwise on the agenda).

Jenny had not yet followed-up the issue of the discrepancy in hiring rates (item 11iii of the minutes of the previous meeting). The hiring policy and charges would be discussed at the next meeting.

6. Treasurer's Report

Allan had previously issued a financial statement as at the end of December. He confirmed that the actual figures were correct but that the forecast had to be updated. He was still forecasting a surplus of £8,300 - £8,500 for the financial year; this was not due to an increase in income but a decrease in costs. The annual audit will be carried out by Kingsbere Accountants.

7. Cost-sharing agreement with the Bladen Social Club

Allan had issued the final Memo to BSC. It was hoped that it would be signed at their next meeting on 10 January.

8. Neighbouring tree works

Mike understood that the owner was currently in discussion with the Tree Officer regarding work to be undertaken. It was agreed to await the outcome. Allan and Mike would arrange to clear the gutters once the weather improved.

9. Thatch repairs

Allan had submitted the Stage 2 application to Viridor and was awaiting their decision. He had received further letters of support from a number of people in the village. He had also obtained 3 quotes for the work ranging from £4,000 to £7,000 and had discussed with the lowest tenderer how the work could be carried out without disturbing the nesting swifts.

10. Facebook page

Tamsyn distributed a copy of the pages she had set up. She had decided to include the main facts and information about the hall but to point users to the website for information about events with a link to Sue for booking information. Angie will provide an article about the history of the hall for inclusion on the page. Everyone was encouraged to 'like' the page. The Committee thanked Tamsyn for organising this.

11. Correspondence

No correspondence had been received.

10. 100+ Club winners

Winning tickets for December were 96, 84 and 4.

11. Any Other Business

i. Allan had produced a maintenance schedule for the building. This included the requirement for PAT testing of appliances (usually annually but subject to the requirements and advice of the body undertaking the testing). The fixed wiring should be tested every 5 years and was due; Steve will organise this. Allan said that he was concerned at the frequency at which the batteries in the fire alarm system failed so triggering alarms and requiring attention. He felt that this was due to the fact that the existing system was wireless. After some discussion it was agreed that Steve would arrange for an inspection and an estimate of the cost of replacing it with a hard wiring system.

ii Mike tabled a copy of the notes of the last meeting that he had presented to the Parish Council. The format was approved.

iii. 16 May was set as the date for the AGM.

12. Next meeting

The next meeting will take place on Wednesday 7 February 2018.

The meeting closed at 8.40pm.

Village Hall Accounts Monthly Summary

	End December 2017	
	Forecast Income	Actual Income
Hall Hire	680.00	632.00
Events and Fund Raising	350.00	433.60
100 Club	0.00	0.00
Misc	0.00	0.00
Grants	0.00	0.00
Donations / misc	0.00	0.00
Income for Month	1030.00	1065.60
Year to Date	19261.00	21994.26

Bank Balance (29 Dec)	No 1 Account	£22,684.03
	No 2 Account	£6,378.08
		£29,062.11

	Forecast Expenses	Actual Expenses
Event Expenses	50.00	203.54
Telephone	16.00	15.39
Fuel Oil	0.00	0.00
Electricity	90.00	79.00
Water	0.00	133.16
Insurance	0.00	0.00
Ground Rent	0.00	80.00
Admin/License	80.00	27.72
Cleaner	170.00	160.00
Cleaning Materials	25.00	10.27
R & R	1300.00	11.97
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	90.00
Expenses for Month	1761.00	811.05
Year to Date	11577.00	13307.02