

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 7 February 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: 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 7 January 2108

The minutes were approved and signed.

4. Planned Events / Bookings

Allan had temporarily taken over the duties of the Bookings Secretary as Sue Harris-Searle had left the village. The Committee expressed their grateful thanks to Sue for all her work as Bookings Secretary and her wider work within the village both in organising events and as a member of the Community Group. They wished her well in her new home.

Allan advised that,

i. the Burns Night Supper had gone extremely well and several messages of appreciation had been received, notably an e-mail from Alison Debenham.

In addition to the regular hall bookings, the following were booked:

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

iii. 20 February – a private booking

iv. 23 February – the Community Shop and Post Office AGM

v. 24 February – BSC Race Night

vi. 3 & 4 March – booked by Parish Council for the Parish Litter Pick.

vii. 9th March – Artsreach event: ‘Agent of Influence (The Secret Life of Pamela More)’.

viii 15 March – evening talk on Butterflies

ix 2 June – The Occasional Singers

x. 4 August – Village Show

The duties of the Bookings Secretary were discussed ie, advising potential hirers of the facilities and the conditions and cost of hiring the hall, receiving and logging completed booking forms and maintaining the on-line calendar of hall bookings. Jenny asked Committee members to consider any potential volunteers to take up the duties.

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

i. No action had been taken regarding the neighbouring tree works. Mike would arrange to clear the gutters once the weather improved.

ii. Jenny had e-mailed the sponsor of the Burns Night event expressing the Committee’s thanks for their contribution.

iii. Tamsyn had identified the ‘owner’ of the existing Facebook page regarding the Village Hall; she would contact them to ask if they would take it down in favour of the updated one which she is preparing.

6. Treasurer’s Report

Allan had previously circulated a financial statement as at the end of January together with a financial account of recent events. This showed that income had increased compared with that for 2017 due, in part, to the success of the Burns Night and recent Artsreach events and that costs for the year so far had been slightly lower. It was agreed to transfer £8,000 from No 1 account (the current account) to No 2 account (savings account). The statements demonstrated that operational expenses were covered by the routine and predictable hirings and profits were made from special events. He circulated the draft annual accounts which showed a surplus for the year which compared favourably with the accounts for the previous year; when finalised the accounts would be put to Kingsbere Accountants for inspection.

7. Cost-sharing agreement with the Bladen Social Club

The Agreement had been signed by BSC and was now operating.

8. Policy regarding hall hire and charges

Allan explained that the cost of hall hire was included in Terms and Conditions of bookings. There was no set procedure for varying the charge. The Committee agreed that, with effect from the date of the meeting (6 February 2018), all hirers should pay the hire charge as set out in those Terms and Conditions unless otherwise agreed by the current Committee. The rate of hire had not been increased for some time; this would be reviewed at the July 2018 meeting in order to provide reasonable notice to regular hirers with any change taking effect from 1 January 2019.

9. Fire Alarm System

Allan explained that the batteries for the wireless system were failing frequently; this had obvious cost and practical implications and consequently he was also having to spend a great deal of time in replacing the batteries and maintaining the system. Steve had arranged an inspection of the system in the following week; it was hoped that this would produce some professional advice and costings of an alternative solution.

10. Thatch repairs

Viridor's decision on the application for grant funding was not now expected until March. Therefore, there would allow no opportunity to start work before the end of July in order to avoid disturbing the nesting swifts.

11. Correspondence

No correspondence had been received.

12. 100+ Club winners

Winning ticket for January was 99.

13. Any Other Business

i. Tamsyn tabled a copy of the current Hall Brochure which had been produced in 2015. It was agreed that this required updating which Tamsyn would take forward. However, significant changes would require 'Adobe In Design' software which no Committee members had. Jenny will look into this.

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. Allan said that there had been no progress on the replacement of the sink pending a response from the organisers of the Dorchester marathon to a request for a cost contribution.

iv. Allan has displayed a list of cleaning items in the kitchen which can be annotated to clearly show when items need replacing.

v. Jenny reported that she was planning to hold a small exhibition and event to commemorate the Centenary of Armistice Day.

vi. The various contact telephone numbers displayed on the notice board were to be updated.

12. Next meeting

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

The meeting closed at 8.50pm.

Village Hall Accounts Monthly Summary

	End January 2018	
	Forecast Income	Actual Income
Hall Hire	600.00	563.00
Events and Fund Raising	1800.00	1818.00
100 Club	0.00	0.00
Misc	0.00	0.00
Grants	0.00	0.00
Donations	100.00	163.09
Income for Month	2500.00	2544.09
Year to Date	2500.00	2544.09

Bank Balance	No 1 Account	£24,078.64
	No 2 Account	£6,378.08

	Forecast Expenses	Actual Expenses
Event Expenses	400.00	388.78
Telephone	16.00	15.39
Fuel Oil	0.00	0.00
Electricity	80.00	79.00
Water	150.00	0.00
Insurance	0.00	0.00
Ground Rent	0.00	0.00
Admin/License	0.00	0.00
Cleaner	170.00	160.00
Cleaning Materials	0.00	9.24
R & R	50.00	83.72
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	30.00
Expenses for Month	896.00	766.13
Year to Date	896.00	766.13