

**Minutes of a meeting of the Briantspuddle Village Hall Committee held on 7 March 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, Angie Talbot, Tamsyn Tankard-Evans, Steve Webber. Also present: Lesley Wilcox (Minutes Secretary)

**1. Apologies for absence**

None received.

**2. Conflicts of Interest**

No indications of conflicts of interest were raised.

**3. Approval of the minutes of the meeting of 7 February 2108**

The minutes were approved and signed.

**4. New Booking Secretary**

Jenny reported that Angela Tozer had agreed to take over as Booking Secretary. It was agreed to co-opt her onto the Committee. Allan said that the current electronic diary system was cumbersome; he and Tamsyn will look into improving the system before Angela takes it over.

**5. Planned Events / Bookings**

Allan advised that,

- i. all regular bookings were continuing;
- ii. 3 & 4 March – the booking by Parish Council (PC) for the Parish Litter Pick had been cancelled due to the adverse weather but would be re-arranged;
- iii. 9<sup>th</sup> March – Artsreach event: ‘Agent of Influence (The Secret Life of Pamela More)’;
- iv 15 March – evening talk on Butterflies;
- v. 5 May – Dawn Chorus walk;
- vi. 2 June – The Occasional Singers;

vii. 4 August – Village Horticultural Show;

viii. Maggie Hoyle was in discussion with the organisers of the Purbeck Film Festival for an evening film showing in the hall; date to be agreed;

ix. 17 November – Tea Dance to celebrate Armistice Day.

Jenny reported that the band which usually played at the Burns Night event would not be available for 2019; this was discussed and she asked committee members to explore alternatives.

## **6. Matters Arising (not otherwise on the agenda).**

i. Jenny read out a letter which she had sent to a hall hirer regarding the Committee's decision to impose a standard hire rate wef 1 March 2018, ie £12.00 per hour (but with time allowed for setting up and clearing away). She had not yet received a reply.

ii. Mike reported that the PC had queried the terms of the insurance cover. Allan confirmed that the insurer had been advised that the PC were an 'interested party' but that the insurer had confirmed that such parties were not listed on such policies. He had copied this to the Parish Clerk.

iii. Mike also reported that the PC had advised that the insurance was not required, as previously reported, to include for replacement on a 'like for like' basis but for using 'historical material'.

## **7. Treasurer's Report**

Allan had previously circulated a financial statement as at the end of February. This showed that both income from hirings and expenses incurred were a little lower than previously forecast but that the overall situation was slightly better. As previously agreed £8,000 had been transferred from No 1 account (the current account) to No 2 account (savings account). The PC had lost the cheque issued for ground rent; this had been stopped and would be re-issued. He also mentioned that expenditure included approximately £200 for a telephone line to provide Wi-Fi which seemed to be used rarely.

## **8. Kitchen sink replacement**

Allan reported that a decision from the Rotary Marathon Small Grants Scheme in respect of the application for a grant for £300 towards the cost of replacement was due on 16 March.

## **9. Neighbouring Tree Works**

Mike reported that permission had been granted for the work to the neighbouring ash tree.

## **10. Fire Alarm System**

Allan reported that:

- i. A test of the hard wiring was required every 5 years and was now due. One quote had been received but he would obtain a second.
- ii. A quote to replace the current battery system with an electronic system had also been obtained and second one would be sought. There was agreement in principle to have the work carried out to reduce the amount of maintenance that the present system required and the consequent inconvenience to both Allan and Peter Talbot and to the hirers of the hall.

## **11. Thatch repairs**

Viridor's decision on the application for grant funding was still awaited. It was hoped that the total cost of the work would be met by the anticipated grant and the agreed contribution from the sale of the village cookbook. The work could not start on some parts of the ridge until the end of July so as to avoid disturbing the nesting swifts.

## **12. Hall brochure**

Tamsyn advised that she had been unable progress this yet.

## **13. Correspondence**

- i. The PC had advised that they were arranging for a valuation of the hall paintings for insurance purposes. Jenny told the meeting that this question had been addressed several times previously with the conclusion that, apart from one, the paintings were only of interest in the context of the local community and so had little significant value. They had been hung in the hall at the request of the Debenham family who had donated them. The paintings were owned by the PC but were not listed in the lease to the VHC so it was not clear who (if anyone) was responsible for their insurance. Allan will check with the PC whether a fee was payable for the valuation.
- ii. Allan reported that notice had been received that the building was to be inspected for rating purposes. The notice had been issued to a former committee member and passed to him quite close to the deadline for a response but he had responded on line thereby avoiding a fine being imposed.

iii. Allan had received a (standard) letter from the Speaker of the House of Commons encouraging local organisations to consider organising an event to promote understanding of the democratic process. He will circulate this to committee members.

#### **14. 100+ Club winners**

i. Winning ticket for February was 58.

ii. Angie asked that she be relieved of managing the Club for the following year. She said that the database was up-to-date and so all that was required was for someone to co-ordinate selling of tickets, updating the database and oversight of the draw.

#### **15. Any Other Business**

Tamsyn reported that she now had access to the existing Facebook page for the hall. She asked for contributions, such as photos, to post on the page.

#### **16. Next meeting**

The next meeting will take place on Wednesday 4 April 2018.

The meeting closed at 8.50pm.

Village Hall Accounts Monthly Summary

	February 2018	
	Forecast Income	Actual Income
Hall Hire	680.00	611.00
Events and Fund Raising	150.00	65.00
100 Club	0.00	0.00
Misc	0.00	0.00
Grants	0.00	0.00
Donations	0.00	0.00
<b>Income for Month</b>	<b>830.00</b>	<b>676.00</b>
<b>Year to Date</b>	<b>3330.00</b>	<b>3220.90</b>

Bank Balance	No 1 Account	£16,491.02
	No 2 Account	£14,378.08

	Forecast Expenses	Actual Expenses
Event Expenses	50.00	24.45
Telephone	16.00	17.19
Fuel Oil	0.00	0.00
Electricity	80.00	79.00
Water	0.00	0.00
Insurance	0.00	0.00
Ground Rent	0.00	0.00
Admin/License	10.00	0.00
Cleaner	170.00	120.00
Cleaning Materials	40.00	0.00
R & R	50.00	24.00
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	30.00
<b>Expenses for Month</b>	<b>446.00</b>	<b>294.64</b>
<b>Year to Date</b>	<b>1342.00</b>	<b>796.90</b>