

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 5 July 2018 at 7.00 pm in the Diamond Jubilee Room, Briantspuddle Village Hall.

Present: Members of the Committee: Jenny Lightfoot (Chair), Stuart Chorley (Vice Chair), Allan Smith (Treasurer), Fiona Hogger, Roger Smith, Angie Talbot, Tamsyn Tankard-Evans, Angela Tozer. Also present: Lesley Wilcox (Minutes Secretary)

1. Apologies for absence

Apologies were received from Anne Colquhoun and Mike Menzies. Jenny welcomed Fiona to the meeting as the PCC representative.

2. Conflicts of Interest

Jenny, Stuart, Allan, Roger, Angie and Tamsyn all declared a potential conflict of interest as they were all members of the Bladen Social Club (BSC). See item 10.

3. Approval of the minutes of the meeting of 6 June 2108

Following agreement to a few minor amendments the minutes were approved and signed.

4. Matters Arising (not otherwise on the agenda)

i. (Item 4ii of the previous minutes). A basic mobile phone for dedicated use by the Bookings Secretary had been purchased. Angela will purchase future credit for the phone and re-claim the cost on expenses. The new phone number will be added to the booking form and the website.

ii. (Item 5 of the previous minutes). Allan had obtained a new domain name – *briantspuddlevillagehall.org.uk*. He will act as the administrator and will advise Committee members of the new auto-generated password. At present, the system can only be used in respect of hall hirings but the aim was that it would eventually hold all VHC documents.

iii. (Item 16iv of the previous minutes). Allan had discussed the cleaning requirements with a local cleaner. He would meet her on 7 July to show her round and for her to carry out an initial clean. The Committee agreed that if the work was satisfactory he would offer her a month's trial at the same rate as the previous cleaner had been paid. The situation would then be reviewed.

5. Planned Events / Bookings

Allan advised that:

- i. all regular bookings were continuing;
- ii. 21 July – private booking;
- iii. 4 August – Village Horticultural Show;
- iv. 8 and 15 September – private bookings;
- v. 28-30 September – private booking (wedding);
- vi. 6 October – the Occasional Singers;
- vii. 14 October – Harvest Supper
- viii. 19 October - Purbeck Film Festival for an evening film;
- ix. 17 November – Tea Dance to celebrate Armistice Day.
- x. 25 November – Christmas Fair;
- xi. 21 December – Christmas Lights event;
- xii. 31 December – New Year’s Eve party and disco.

Various dates in October, November and December suggested for Artsreach productions were to be confirmed.

Allan and Tamsyn were still working on improving the software supporting the booking/calendar system.

6. Treasurer’s Report

Allan distributed the end of June accounts. They showed that income from hall hirings was slightly down, largely due to the withdrawal of the yoga class. Expenses were also slightly down. He was forecasting a margin of approx. £4,000 for end of year.

Donations of £31.00 had been made during the month, including £13 from the sale of sunflower plants by a young member of the village community – the Committee expressed

their thanks.

The Committee discussed the potential for increasing hall hirings, particularly during the day. It was agreed that car parking could be seen as a problem but this was the same as many other halls. It was agreed that a leaflet could be produced to advertise the hall's facilities and that this could be used to promote the hall. Stuart will look into this.

7. Fire Alarm System Test and Fixed Wiring Test

Allan will pass all the relevant paperwork to Stuart who will progress this and seek to agree a date for the work with the relevant contractors.

8. Thatch repairs

The scaffolding had been erected and Viridor had paid the invoice. The swifts are expected to leave by the end of July which would allow repair work to be carried out in August.

9. Hall brochure

Tamsyn had e-mailed the previous brochure to Committee members for comments on the updates necessary. She had also found help with the software. A new photo of the front of the hall had been taken.

10. BSC Hall Hire

For the benefit of Fiona and Angela, Stuart explained why he had raised this issue. Stuart advised that the BSC Committee were considering the Email received. Jenny stated that this was not an item appropriate for discussion by the VHC unless the BSC decided to make a concrete proposal for consideration by the VHC.

Allan advised his understanding that the Charity Commission recognised that, in small communities, people were likely to have links to more than one organisation. The CC therefore aimed to take a flexible view but expected each individual to act in the best interests of the charity they represented at the time of discussions and decisions. Therefore, for the VH trustees the benefit of the Trust and its stated aims would always be paramount.

11. Maintenance

i. Allan was concerned about the condition of the hall floor; repairs to the skittle alley and the perimeter of the floor were necessary and the whole area required sanding down and sealing. Other members agreed. He had identified a local contractor capable of carrying out repairs to skittle alleys and wood flooring and had met them, together with BSC, to discuss the

necessary work. The contractor had provided an estimate of which £2,055 (inc VAT) was VHC's responsibility; works to the skittle alley were the responsibility of BSC. The two elements of work would need to be carried out at the same time and would take several days during which the hall would be out of use. It was deemed important that the work was carried out in August in order to be ready for commitments in September. Allan will accept the quote and try to agree a firm date with the contractor. A 'high-level' clean would be necessary once the works had been completed.

ii. Allan handed Stuart a copy of the maintenance schedule which listed all items of work required by both the lease and by legal requirements. It was agreed that routine maintenance such as painting etc needed to be added in order to provide a full picture of all necessary activities. Stuart will take this forward.

12. Correspondence

i. Allan had received a letter dated 15/6/18 from the Parish Clerk. No reply was required.

ii. Jenny had received a letter from a PCC representative which outlined the arrangements for the Armistice Day service on 11/11/18 and asked whether the VHC would like to participate by laying a wreath. It was agreed that, ideally, a wreath made from a material other than plastic was preferred but, in order to support the Royal British Legion VHC would purchase a wreath but ask RBL to re-consider the choice of material. As ex- members of the Services Angela and Roger agreed to lay the wreath on behalf of the VHC.

13. 100+ Club winners

Winning ticket for June was 41.

14. Fire safety log and files

Angie passed the Fire Safety Log, the Construction, Design and Maintenance Information file and the User Manual to Stuart. He will familiarise himself with them and then arrange for them to be kept in the Hall to be available for users.

15. Any Other Business

i. Tamsyn advised that there was now a gallery of pictures on the Briantpuddle website.

ii. It was confirmed that funds for the 100 Plus Club should go to Allan as soon as the record of members had been made up.

16. Next meeting

The next meeting will take place on Wednesday 1 August at 7.30pm.

The meeting closed at 9.00pm.

Lesley Wilcox

Minutes Secretary

Village Hall Monthly Accounts Summary

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	July 2018	
	Forecast Income	Actual Income
Hall Hire	800.00	1011.00
Events and Fund Raising	400.00	60.00
100 Club	1000.00	1210.00
Misc	0.00	0.00
Grants & Donations	0.00	0.00
Income for Month	2200.00	2281.00
Year to Date	9680.00	10093.20

Bank Balance

No 1 Account	£17,047.94
No 2 Account	£14,389.35

	Forecast Expenses	Actual Expenses
Event Expenses	150.00	18.64
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	0.00	30.95
Cleaner	170.00	235.00
Cleaning Materials	0.00	0.00
R & R	50.00	0.00
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	30.00
Expenses for Month	496.00	410.78
Year to Date	7070.00	7064.00