

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 1 August 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), Anne Colquhoun, Fiona Hogger, Mike Menzies, Roger Smith, Angie Talbot, Angela Tozer. Also present: Lesley Wilcox (Minutes Secretary)

1. Apologies for absence

Apologies were received from Tamsyn Tankard-Evans.

2. Conflicts of Interest

None declared.

3. Approval of the minutes of the meeting of 5 July 2108

The minutes were approved and signed.

4. Matters Arising (not otherwise on the agenda)

None.

5. Planned Events / Bookings

Allan issued a summary of the next months' bookings.

- i. all regular bookings were continuing;
- ii. 4 August – Village Horticultural Show;
- iii. 13 August – an additional Pilates class;
- iv. 23 and 24 August – Hall is not available due to electrical works being carried out;
- v. 8 and 15 September – private bookings;
- vi. 28 - 30 September – private booking (wedding);
- vii. 6 October – The Occasional Singers;
- viii. 14 October – Harvest Supper

- ix. 19 October - Purbeck Film Festival for an evening film;
- x. 11 November - An Artsreach production;
- xi. 17 November – Tea Dance to celebrate Armistice Day.
- xii. 25 November – Christmas Fair;
- xiii. 21 December – Christmas Lights event;
- xiv. 31 December – New Year’s Eve party and disco.

The dates for further Artsreach productions were to be confirmed.

6. Treasurer’s Report

Allan distributed the end of July accounts. They showed that income from hall hirings was slightly increased, largely due to bookings by the Briantspuddle Singers, The Occasional Singers and 2 other private bookings. Expenses were slightly down. Income from the 100+ Club was starting to come in. He was forecasting a margin of approx. £2,000 for end of year. He anticipated that funds from hall hirings would cover day-to-day operational expenses, but funds for improvement projects such as the hall floor, re-thatching and re-wiring had to come from reserves.

The electricity supplier, EDF, had increased the monthly charge by £20.00 as usage had increased. Allan was in discussions with EDF regarding the most advantageous rate. He also advised that the ISP charge now fell to the VHC. There was some discussion over whether internet access should be provided despite little take-up but in view of the fact that most village halls did offer this it was agreed to continue.

7. Hall cleaner

The new cleaner had worked for 4 weeks. Both she and Allan were satisfied with the arrangement and Allan had issued a Letter of Agreement to her; this reflected the arrangement with the previous cleaner but with a slightly different rate. Consumables will be provided by VHC.

8. Fire Alarm System Test and Fixed Wiring Test

Stuart reported that the work was planned to be carried out on 23 and 24 August and that he would oversee it.

9. Hall Floor

Allan reported that the contractor was not able to carry out the work in August as had been hoped. It would now be undertaken in the 2 weeks beginning 22 October. The cost of the necessary work would be partially met by BSC to reflect their use of the skittle alley; VH's share was £2,050.

10. Thatch repairs

Allan reported that the contractor had started to bring materials on site and would be erecting a further section of scaffolding. Repair work will be carried out in August (post-meeting note – work started on 2 August).

11. Hall brochure

Angie considered that the existing (draft) brochure was unnecessarily extensive for marketing purposes; she suggested that a smaller leaflet basically outlining the position of the hall and its facilities with an inset detailing hire charges be produced. More detailed information could be prepared in e-format to be sent to potential hirers. This was agreed. Angie will work with Tamsyn on this.

12. Publicity

Angela agreed to issue the leaflet to anyone enquiring about the hall. Stewart suggested that if the word 'Hiring' was included in the heading to the Hall section on the village website this would be picked up by search engines. Angie will look into listing the Hall on websites covering village halls for hire.

13. Maintenance

i. Stuart distributed a first draft of a maintenance schedule detailing work to be carried out over the next 10 years. Some of the items were discussed. Stuart asked for comments to be sent to him.

ii. It was agreed to carry out the annual clean of the Hall on 21 and 22 August and this will include some painting of the public areas.

14. Correspondence

Jenny referred to the letter from the Parish Clerk dated 17 July 2018 in response to the application for a S137 grant of £500 towards the cost of new signage for the Hall. It was agreed to provide the Parish Council with copies of the quotations for the work together with

an appropriate reply. It was agreed that the VHC needed to understand the PC's policy respecting the provision of grants.

15. 100+ Club winners

The draw for July would be held on 4 August. The Committee thanked Mike for taking over the management of the Club despite his recent illness.

15. Any Other Business

- i. Stuart asked that GDPR be put on the agenda for the next meeting – agreed.
- ii. Angie reminded everyone to indicate if they wished to attend the event on 15 September.
- iii. Allan asked that the hire rate be on the agenda for the next meeting as any increase for 2019 should be notified by October.

16. Next meeting

The next meeting will take place on Wednesday 5 September at 7.30pm.

The meeting closed at 9.20pm.

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	8342.00	7064.00