

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 5 September 2018 at 7.30 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, Tamsyn Tankard-Evans, Angela Tozer. Also present: Lesley Wilcox (Minutes Secretary)

1. Apologies for absence

None required.

2. Discussion of policy and notice of Conflicts of Interest

Allan circulated a policy of Conflict of Interest which, although not formally adopted by the Committee, had been in use for approximately 4 years. With a few drafting amendments it was agreed to formally adopt the policy.

See also item 13.

3. Approval of the minutes of the meeting of 1 August 2108

The minutes were approved and signed.

4. Matters Arising (not otherwise on the agenda)

None

5. Matters arising from the PC EGM of 20.8.18

Jenny thanked the trustees for attending the EGM. She regretted that the PC had not given sufficient notice of the EGM to allow the VHC to meet beforehand to discuss the relevant matter and come to a view to put forward at the EGM. Therefore, when she had spoken at the EGM it had been only as an individual as she had not been able to represent the view of the VHC. She circulated a copy of the statement she had made. She was also disappointed and surprised that the PC's note of the meeting included in the Parish magazine had not reflected any of the views expressed by the public. It was agreed that this was a view adopted by the committee, and as such, she would ask the PC to include a copy of her statement with their record of the meeting. Allan had produced some notes of the meeting which would be kept with the VHC records.

Stuart reported that the BSC had received a letter from the PC giving notice of their decision to determine the 1982 Agreement in 6 months' time. BSC would be taking legal advice.

All agreed that the working arrangement between the VHC and BSC had been operating satisfactorily for many years with minimal input from the PC. However, the determination (or termination) of the 1982 Agreement would bring the 1986 Agreement into focus with possible concomitant reconfiguring of relationships. Allan's view was that all 3 Agreements were badly written. However, the intention was clear, ie that responsibility for running the VH rested with the VHC, as clearly acknowledged by the PC in their published notes on the recent EGM. The VHC was minded to open a dialogue with the BSC in order to move forward on this issue.

6. GDPR

It was agreed that, to comply with GDPR, all present gave their consent for their names to be included in the minutes of this and future meetings and the minutes are therefore open to the public.

7. Planned Events / Bookings

Angela reported that all routine bookings were proceeding. A regular yoga class on Thursday evenings was to start on 7.9.18.

There was a private booking for 23.9.18.

A provisional booking for defibrillator training was to be confirmed.

The process for advising Roger (as key-holder) of all bookings and for the completion of the 'End of Hire' form was discussed. This will be discussed again at the next meeting.

Allan reminded the meeting that no booking would be confirmed without completion of a booking form.

It was agreed to hold an 'Open Gardens' event at the beginning of June 2019, the exact date to be confirmed. Angie and the rest of the committee supported this but she advised that this event required a great deal of organisation and that additional help in setting the event up was essential. Jenny added that she was exploring the possibility of including the church in the event possibly combined with a flower festival.

8. Treasurer's Report

Allan distributed the end of August accounts and explained some aspects.

9. Hall hire rates

Allan explained that any change to the current hire rates for 2019 would need to be published shortly. However, he thought that the current rates were competitive and in line with those for other village halls. It was agreed to retain the existing rates for 2019.

10. Fire Alarm System Test and Fixed Wiring Test

Stuart said that, although the work had taken longer than anticipated, it had been completed satisfactorily. The invoice and certificates were awaited.

11. Hall Floor

The work was due to be carried out during the week beginning 22.10.18.

12. Hall brochure

Tamsyn had circulated a first draft of the new brochure and its format was agreed. She and Angie will take this forward.

13. Maintenance

PAT testing; Mike agreed that he would do the work.

Stuart thanked everyone who had helped with the cleaning of the hall, including 2 members of the community not on the VHC. The only item of work not carried out had been the cleaning of the floors. It was agreed that this would be done after the maintenance work to the hall floor had been completed (see item 11) and that a machine would be hired at a cost of approx. £100 to assist with this. Stuart agreed to take charge of some redecoration before the September wedding booking.

14. Correspondence

i. A letter dated 28.8.18 had been received from the Secretary of the BSC suggesting amendments to two clauses in the 1986 Agreement. Allan felt that further clauses also needed amendment. It was suggested that the 1986 Agreement be examined by the trustees and then possibly discussed with BSC and that any outcome be reported to the PC. Jenny felt that this subject should be revisited following the next meetings of both the PC and the BSC. The committee deemed it appropriate that she and Allan should reply to the letter.

ii. Allan had received a copy of a letter from the Dorset Community Innovation Fund inviting applications for grants for up to £8k for projects which show evidence of contributing to the Dorset County Council objectives of making sure people in Dorset are safe, healthy, independent and have a prosperous economy. It was agreed that the information should be publicised and made available to anyone with a suitable proposal.

15. 100+ Club winner

The winning number for August was no 7.

16. Any Other Business

None

17. Next meeting

The next meeting will take place on Wednesday 4 October at 7.30pm.

The meeting closed at 9.25pm.

Lesley Wilcox

Minutes Secretary

Village Hall Monthly Accounts Summary

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	August 2018	
	Forecast Income	Actual Income
Hall Hire	650.00	607.00
Events and Fund Raising	100.00	0.00
100 Club	400.00	170.00
Misc	0.00	368.00
Grants & Donations	750.00	128.54
Income for Month	1900.00	1273.54
Year to Date	11580.00	11415.24

Bank Balance

No 1 Account	£16,160.39
No 2 Account	£14,389.35

	Forecast Expenses	Actual Expenses
Event Expenses	50.00	0.00
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	160.00	0.00
Cleaner	170.00	105.00
Cleaning Materials	40.00	24.30
R & R	50.00	2000.00
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	30.00
Expenses for Month	596.00	2255.49
Year to Date	8938.00	7064.00