

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 3 October 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)

All agreed that their names could be published on the Briantspuddle website.

1. Apologies for absence

None required.

2. Notice of Conflicts of Interest

None.

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

Re item 7, Fiona was asked to liaise with the PCC over the Open Gardens event.

The minutes were then approved and signed.

4. Matters Arising (not otherwise on the agenda)

None.

5. 1982, 1983 and 1986 Agreements

The VHC had not been formally notified of the Parish Council's termination of the 1982 Agreement.

Stuart advised that the BSC had not yet received a response to their request for legal advice regarding the Agreements.

It was agreed to form a sub-committee consisting of Angela, Allan, Fiona and Stuart to consider the changes required to the 1986 Agreement due to the termination of the 1982 Agreement. This will then be considered by the full Committee before any further action.

Mike reported that the PC had discussed the responsibility for the Hall Yard. At present, the VH lease does not include control over the car park although the VH Trustees and BSC are responsible for the rectification of any damage incurred. The VH has insurance to cover the yard when in use. It was agreed that Mike should ask the PC to consider the possibility of including the car park area in the extent of property leased to the VH.

Jenny also asked Mike to obtain a copy of the agreement which ceded the surrounding walls of the car park to the neighbouring property (no 26). She had been a member of the PC when this occurred and it was agreed that the ownership of the wall should be on record for future members' information.

6. Planned Events / Bookings

Allan had distributed a copy of the events schedule to mid-November.

Angela reported that all routine bookings were proceeding.

The provisional booking for defibrillator training on 24 November was still to be confirmed.

There was discussion about the most efficient arrangements for hirers to obtain the hall key. It was agreed that Roger was to remain as key-holder but that the Shop might be asked to act as a reserve for any morning hirings. A list of key holders might also usefully be displayed on the premises.

Allan reminded the meeting that no booking for any event, including events organised by the VHC, would be confirmed without completion of a booking form. A note to this effect will be included in the next issue of the Parish magazine.

7. Treasurer's Report

Allan distributed the end of September accounts and explained some aspects. The increase in telephone costs was due to the need to now include internet service. The current provider was not willing to extend the contract unless the line was upgraded to fibre-optic. The meeting agreed that the costs of doing this were not justified given the little internet use and so Allan will source another provider.

Following the maintenance of the fire alarm system 3 sensors needed to be replaced. BSC paid 21% of the costs.

The PC had agreed to provide a grant for the cost of new signage although the cheque had yet to be received.

Allan's forecast was that the costs and expenditure would probably break even at the end of the year. However, the building was in a much improved state of repair. He confirmed that funds were set aside each year to cover the eventual and considerable costs of a total re-thatch although this was not expected to be necessary for some years yet.

8. Hall hire process

Angie stressed that, for insurance purposes, the rental completion form must be completed at the end of each hire. The process for advising hirers of this requirement will be reviewed at the next meeting.

9. Hall Floor

Allan will confirm with the contractor that the work will start on 22.10.18.

10. Hall brochure

Tamsyn circulated the current draft of the new brochure; photos of the interior would be taken soon. The published brochure could be sent to potential hirers and also included on the village website. Tamsyn will also include a newpage on the website.

Various ideas concerning how to attract more hirings were discussed but it was agreed to initially build on the current user base, ie the local community. Angie will investigate whether to include the hall on websites detailing village halls available for hire.

11. Maintenance

Stuart had nearly completed the filling and re-touching of the paintwork in the Jubilee room. The maintenance schedule will be updated shortly.

12. Correspondence

i. Allan had been asked who the Secretary of the VHC was. He had replied that there was no formal Secretary.

ii. An e-mail had been received asking how the VHC will deal with any Conflicts of Interest. Allan will reply.

iii. In response to a request from Jenny she had received very helpful advice from a previous resident concerning the background to the setting up the 1982, 1983 and 1986 Agreements.

13. 100+ Club winner

The winning number for September was no 16.

14. Any Other Business

i. Allan had received a request to reproduce one of the hall paintings in an academic work. As the PC are the owners of the paintings Mike will put the request to them.

ii. Roger reminded the meeting that he holds a personal (alcohol) licence.

iii. Roger advised that he would not be available on 6 October to allow access to the hall for the hirer. An alternative arrangement was agreed.

iv. Mike said that he had a number of evening talks to be arranged eg Fairtrade, the Falklands Conflict and Alternative Energy.

15. Next meeting

The next meeting will take place on Wednesday 7 November at 7.30pm. Allan gave his apologies in advance.

The meeting closed at 9.25pm.

Lesley Wilcox

Minutes Secretary

Village Hall Monthly Accounts Summary

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	September 2018	
	Forecast Income	Actual Income
Hall Hire	1000.00	451.00
Events and Fund Raising	100.00	0.00
100 Club	0.00	0.00
Misc	0.00	120.00
Grants & Donations	0.00	2742.00
Income for Month	1100.00	3313.00
Year to Date	12680.00	14728.24

Bank Balance

No 1 Account	£18,178.20
No 2 Account	£14,389.35

	Forecast Expenses	Actual Expenses
Event Expenses	50.00	0.00
Telephone	16.00	29.63
Fuel Oil	0.00	0.00
Electricity	80.00	101.00
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	105.00
Cleaning Materials	0.00	2.20
R & R	0.00	1650.20
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	0.00
Expenses for Month	496.00	1888.03
Year to Date	9434.00	11237.52