

**Minutes of a meeting of the Briantspuddle Village Hall Committee held on 7 November 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), Fiona Hogger, Mike Menzies, Roger Smith, Angie Talbot, Angela Tozer. Also present: Lesley Wilcox (Minutes Secretary)

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

**1. Apologies for absence**

Apologies were received from Anne Colquhoun, Allan Smith and Tamsyn Tankard-Evans.

**2. Notice of Conflicts of Interest**

None required.

**3. Approval of the minutes of the meeting of 3 October 2108**

The minutes were approved and signed.

**4. Matters Arising (not otherwise on the agenda)**

None.

**5. 1982, 1983 and 1986 Agreements**

The sub-committee of VHC were to meet on 8 November 2018 to consider this and report to the next full meeting.

**6. Planned Events / Bookings**

Angela reported that there were 36 bookings for November.

The booking for defibrillator training on 24 November had been confirmed.

The Shop has agreed to lend out their key in any case where the hirer of the hall could not obtain a key as arranged.

The arrangements for the Artsreach event, the Tea Dance and the Christmas Fair were discussed.

The Christmas Lights event on 21 December will be advertised via Angie's e-mail group.

Mike has booked the hall for various evening talks through the winter and spring.

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

Allan had already distributed the end of October accounts. Any queries could be e-mailed to him.

### **8. Hall hire process**

It was agreed to compile a list of the end-of-hire requirements (disposal of rubbish, reporting of any breakages etc). This, together with a Fire Precautions checklist, will be displayed in the hall and/or kitchen as appropriate. It was agreed that any 'unknown' hirers or bookings for parties might be required to pay a deposit in respect of breakages or damage.

It was also agreed to update the list of contact phone numbers on the main door.

### **9. Hall brochure**

Tamsyn had already circulated the position with the draft of the new brochure; she will circulate the photos when they are available. She will also use the existing news page of the community website to advertise future events.

### **10. Hall Car Park**

Stuart reported that the PC was of the view that the car park boundary and rear walls had not been ceded to the neighbouring property. Jenny and Angie thought that it had. Jenny will find the information she has from that time.

### **11. Maintenance**

Stuart had completed the filling in the Jubilee room and would undertake the re-touching of the paintwork shortly. He reported that although the boiler had been recently serviced the odour remained. He will also check when the servicing of the dishwasher is due.

## **12. Correspondence**

None received.

## **13. 100+ Club winner**

The winning number for October was no 22.

## **14. Any Other Business**

Angie had identified 4 websites to advertise the hall.

1. 'Dorset Halls Network' - the hall is already listed but the details shown needed to be updated;
2. 'Venues4hire.org' – a free site;
3. 'Britinfo.net' – this is linked to Social Media; Angie will ask Tamsyn if she would follow this up;
4. 'Hallshire.com'- a free site.

## **15. Next meeting**

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

The meeting closed at 8.50pm.

Lesley Wilcox

Minutes Secretary

Village Hall Monthly Accounts Summary

Village Hall Accounts Monthly Summary

	October 2018	
	Forecast Income	Actual Income
Hall Hire	800.00	1052.65
Events and Fund Raising	400.00	304.50
100 Club	0.00	0.00
Misc	0.00	50.00
Grants & Donations	0.00	432.00
<b>Income for Month</b>	<b>1200.00</b>	<b>1839.15</b>
<b>Year to Date</b>	<b>13380.00</b>	<b>16567.39</b>

Bank Balance

No 1 Account	£15,921.52
No 2 Account	£14,389.35

	Forecast Expenses	Actual Expenses
Event Expenses	50.00	8.13
Telephone	16.00	17.19
Fuel Oil	0.00	1050.85
Electricity	80.00	101.00
Water	150.00	0.00
Insurance	0.00	0.00
Ground Rent	0.00	0.00
Admin/License	10.00	0.00
Cleaner	170.00	175.00
Cleaning Materials	40.00	40.62
R & R	50.00	1893.99
Capital/Equipment Purchase	0.00	0.00
100 Club	30.00	30.00
<b>Expenses for Month</b>	<b>596.00</b>	<b>3316.78</b>
<b>Year to Date</b>	<b>9930.00</b>	<b>14632.60</b>