

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 3 January 2019 at 7.30 pm in the Diamond Jubilee Room, Briantspuddle Village Hall.

Present: Members of the Committee: Jenny Lightfoot, Stuart Chorley, Allan Smith, Anne Colquhoun, Fiona Hogger, Mike Menzies, Roger Smith, Angela Tozer and Tamsyn Tankard-Evans. Also present, Lesley Wilcox (Minutes Secretary). All agreed that their names could be published on the Briantspuddle website.

1. Apologies for absence

Angie Talbot sent her apologies.

2. Notice of Conflicts of Interest

None required.

3. Approval of the minutes of the meeting of 6 December 2018

The minutes were approved and signed by Stuart who had chaired the meeting in Jenny's absence.

4. Matters Arising (not otherwise on the agenda)

It had been reported that the loop system was not working; Stuart, Mike had investigated this. They had established that it was actually the hand-held microphone system which was not working and that this could be resolved by the purchase of a wireless microphone system and a mixer at a cost of approx. £130.00. The purchase was agreed.

5. Planned Events / Bookings

Angela was concerned that some of the groups who use the hall regularly had not provided booking forms for the coming weeks; it was hoped that this was just an oversight and she will contact them. She had received an enquiry from NDDC to use the hall on 2 May 2019 for a Polling Station for the Unitary Authority election; they had asked for details of the hall's wi-fi system and Angela will establish whether this is a condition of the booking. If it is, the PC will be asked to contribute to the reconnection costs as they are the only known regular users of the system.

It was planned to hold the Open Gardens event on 2 June; Jenny will ask for volunteers to open their gardens.

6. Treasurer's Report

Allan had already distributed the end of December accounts. He was forecasting an end-of-year margin of approx. £500 which, given the various improvement projects funded during the year, was considered satisfactory. He will be transferring some funds from the No 1 to the No 2 account. Allan advised that the Committee should have a policy on the amount of reserves held; no guidance was available on this and the amount held would need to reflect the potential costs of immediately protecting and repairing the building in the event of an accident as well as the considerable cost of re-thatching when required.

Stuart reported that the Christmas Lights event had produced a small deficit. If a similar event is held in 2019 it should be agreed whether it is organised as a private event or sponsored by the VH.

7. Hall brochure

Tamsyn will look into whether the VH could have its own website (in which case a brochure might not be necessary) Allan has already registered a domain name. The question was asked how this eventuality might affect the Hall use of the Community website.

8. Hall Car Park

The car park does not form part of the lease. It was agreed that the current arrangements for the use of the car park for hall events were working without a problem and that this issue would not be pursued further.

9. Maintenance

Stuart will arrange for a book to log maintenance items to be placed in the Jubilee Room.

10. Hall Floor

Stuart reported that the contractor had inspected the new floor and agreed that it was not fit for skittling. Remedial work will be undertaken, probably in August.

11. 1982, 1983 and 1986 Agreements

The proposals agreed by the sub-committee of Trustees (Stuart, Allan, Fiona and Angela) were put before BSC as a matter of courtesy.

12. Correspondence

None received.

13. 100+ Club winners

The 10 prizes for December had been distributed.

14. Any Other Business

- i In response to a concern expressed by a trustee, it was agreed that no report on the committees' discussions should be issued until the minutes had been formally agreed.
- ii. Tamsyn asked for details of any hall events to be sent to her so that she could update the website.

15. Next meeting

The next meeting will take place on Wednesday 6 February 2019 at 7.30pm.

The meeting closed at 8.55pm.

Lesley Wilcox

Minutes Secretary

Village Hall Monthly Accounts Summary

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	December 2018	
	Forecast Income	Actual Income
Hall Hire	680.00	739.00
Events and Fund Raising	500.00	0.00
100 Club	0.00	0.00
Misc	0.00	0.00
Grants & Donations	0.00	0.00
Income for Month	1180.00	739.00
Year to Date	16360.00	18921.39

Bank Balance	
No 1 Account	£15,415.38
No 2 Account	£14,403.70

	Forecast Expenses	Actual Expenses
Event Expenses	600.00	0.00
Telephone	16.00	17.19
Fuel Oil	0.00	0.00
Electricity	80.00	101.00
Water	200.00	145.80
Insurance	0.00	0.00
Ground Rent	0.00	0.00
Admin/License	10.00	44.92
Cleaner	170.00	140.00
Cleaning Materials	40.00	36.74
R & R	50.00	9.38
Capital/Equipment Purchase	0.00	0.00
100 Club	90.00	120.00
Expenses for Month	1256.00	615.03
Year to Date	12262.00	17225.28