

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 2 January 2020 at 7.30 pm in the Diamond Jubilee Room, Briantspuddle Village Hall.

Present: Members of the Committee: Stuart Chorley (Chairman), Allan Smith (Treasurer), Anne Colquhoun, Fiona Hogger, Cindy Read, Roger Smith, Tamsyn Tankard-Evans and Angela Tozer. Also present, Lesley Wilcox (Minutes Secretary).

1. Apologies for absence

None received.

2. Notice of Conflicts of Interest

None required.

3. GDPR

All agreed that their names could be published on the Briantspuddle Community website in relation to any Committee matters.

4. Approval of the minutes of the meeting of 4 December 2019

The draft minutes were approved as amended. Lesley will re-issue them and arrange for them to be signed.

5. Matters Arising (not otherwise on the agenda)

- i. Allan explained that the catering for the Burns Night event would be organised independently by members of the Community Group but that it was not a Community Group event.
- ii. Stuart said that the New Year's Eve event had gone very well and that 78 people had attended.
- iii. Re item 7iii of the minutes of the last meeting: Stuart explained that the arrangements for collecting and returning hall keys had since been changed and that Angela will be the designated key holder. A key will still be held in the Shop.

6. Treasurer's Report.

Allan circulated the accounts for the end of December. As the November accounts had been incomplete as he had been away, the accounts for December included some income and expenses which had fallen in November. The margin at year end was approximately £7,000; this included some £3,000 from the Open Gardens event and a bequest of £2,000. Allan will provide a fuller report at the February meeting.

7. Planned events/bookings

- i. Angela reported that the regular bookings for 2020 had been confirmed for the whole year with the exception of the yoga class which was booked until March.
- ii. The list of bookings produced from the calendar contained some errors; Tamsyn will investigate.
- iii. Burns Night – Stuart understood that the Piper was unwell; he would contact the band to confirm that they would be finding a replacement. Even though the event had not been advertised 30 tickets had already been sold against a maximum of 80. The advertising poster was agreed. Allan will discuss arrangements for setting-up the hall and the purchase and preparation of food with the catering team. Anne will organise waiting staff. Anne had not yet found a sponsor for the event.
- iv. Stuart advised that the Purbeck Film Festival organisers had confirmed a booking for 23 October.

8. Maintenance

Stuart hoped to complete the painting of the Jubilee Room, kitchen and loft shortly. Hall projects will be discussed at the February meeting.

9. Correspondence

Allan had re-submitted a further invoice for the floor cleaner to the Parish Clerk.

10. 100+ Club winners – December

The winning numbers were 15, 16, 44, 58, 68, 80, 97, 113, 101 and 121.

11. Any Other Business

- i. Allan asked for help in taking down the Christmas decorations on 5 January.
- ii. Allan had trialled the floor cleaner in the kitchen and was pleased with the results.
- iii. Stuart reported that the BSC had still had no response from the contractor about the condition of the hall floor and would be pursuing the matter. He had noticed that a dip was appearing in the join between the two floors.
- iv. Tamsyn said that she would be starting work on revising and updating the Village Hall pages of the Community website and asked for suggestions. It was agreed that the new hall brochure would be uploaded and the photo gallery would be improved.

12. Next meeting

Wednesday 5 February 2020 at 7.30pm.

The meeting closed at 8.35pm.

Lesley Wilcox, Minutes Secretary

Village Hall Accounts Monthly Summary

	End December 2019	
	Forecast Income	Actual Income
Hall Hire	1480.00	1728.00
Events and Fund Raising	800.00	1050.35
100 Club	0.00	0.00
Misc	0.00	0.00
Grants	0.00	0.00
Donations	0.00	0.00
Income for Month	2280.00	2778.35
Year to Date	20833.00	21496.35

Bank Balance	No 1 Account	£15,506.59
	No 2 Account	£20,441.43

	Forecast Expenses	Actual Expenses
Event Expenses	600.00	213.84
Telephone	17.00	17.19
Fuel Oil	0.00	0.00
Electricity	100.00	72.00
Water	0.00	0.00
Insurance	0.00	0.00
Ground Rent	0.00	0.00
Admin/License	10.00	70.00
Cleaner	170.00	175.00
Cleaning Materials	40.00	0.00
R & R	50.00	0.00
Capital/Equipment Purchase	0.00	0.00
100 Club	120.00	120.00
Expenses for Month	1107.00	668.03
Year to Date	15282.00	13640.70