

**Minutes of a meeting of the Briantspuddle Village Hall Committee held on
6 October 2021 2021 in Briantspuddle Jubilee Room**

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

1. **Apologies for absence** – none required.
2. **Notice of conflicts of interest** – none declared.
3. **GDPR** – all present were happy for their names to be published on the Community website.
4. **Approval of the minutes of the meeting of 1 September 2021** - the minutes were approved and signed.

5. Treasurer's Report

Allan had already circulated the end of September accounts. The 'R&R' figure of £187.20 was for the new fire alarm service; Allan was very satisfied with the new contractor. He was not intending to prepare forecast figures until the position with the 100+ Club had been settled (see item 11). Cheques for cleaning products and services, minor maintenance and drinks stocks were signed.

6. Booking Secretary's Report.

A schedule of confirmed bookings was provided. Bookings had picked up well and bookings were being taken for 2022. **Allan** will organise access to the bookings calendar for all committee members on a 'read only' basis. **Tamsyn** will move the booking form on the website to a separate page. A bar will be run by **Roger** for the Artsreach event on 16.10.21 and the Purbeck Film Festival event on 29.10.21.

It was confirmed that it was the responsibility of hirers to determine the maximum attendance at their event depending on various factors, eg prevailing Covid infection rates, the likely audience demographic, any current regulations etc.

7. Hall floor

The contract for the work to the part of the floor which had proved to be defective, ie the skittle run, was between BSC and the contractor. No action regarding remedial work had been taken by the BSC. **Sally** will urge BSC to progress the matter. It was agreed to re-consider this at the January 2022 meeting. Once again, it was agreed that, in future, a contract for work to the entire floor must be between the VHC and the contractor to allow VHC to control the contract.

8. Christmas Events

- i. Christmas Fair – Sunday 5.12.21. A maximum no of 10 stalls restricted to one table per stall to allow reasonable space between stalls. Points for further consideration – should Father Christmas be invited, should food be provided?
- ii. Christmas Lights – Wednesday 22.12.21.
- iii. New Year's Eve party – recorded music, BSC to run the bar, need to apply for a Special Event Licence for the event to run to 1.00am (**Anne**).
- iv. Burns' Night supper – Tuesday 25.1.22. **Allan** will confirm the booking with the band.

9. Policy and procedures review

It was agreed that the all the formal policy and procedures regarding the hiring and use of the hall should be reviewed in the light of experience over the last 18 months in order to establish whether any changes should be made. **Stuart** and **Allan** will identify relevant documents and tasks for later discussion.

10. Lobby blinds

Stuart has arranged to meet suppliers to discuss requirements and obtain quotes.

11. 100+ Club

Stuart and **Sally** will aim to complete distribution of tickets and collection of monies by the end of October with the club running October 2021 – June 2022. Ticket prices will remain at £10 but prizes for the year will be increased to compensate. On-line payment will be offered. In 2022 the club will revert to running July – June which is easier for collectors.

12. Correspondence

Anne read out the letter dated 29.9.21 from the Shop & PO Committee. This covered two issues:

- i. A request that the shop be allowed to continue to use the hall entrance and lobby area during shop hours to allow customers to wait for entry to the shop. In recognition, the Committee suggested a donation of £50pm; this was agreed. **Allan** will draft a formal agreement to cover this.
- ii. A request that the shop be allowed further space before Christmas to display Christmas items, (possibly including those from Christmas Fair stallholders), and increase the amount of fruit and veg on offer. This was agreed in principle. However, the arrangements would necessarily be more complex in order not to disturb regular hirers and so would need to be discussed; **Stuart**.

13. Any Other Business

Tamsyn will circulate Facebook log-in details to allow other committee members to update the hall page with events and news.

14. Date of next meeting

Wednesday 3 November 2021 at 7.00pm.

Lesley Wilcox

Minutes Secretary