

Minutes of a meeting of the Briantspuddle Village Hall Committee held on

1 December 2021 in Briantspuddle Jubilee Room

Present: Members of the Committee: Stuart Chorley, Sally King, Cindy Read, Allan Smith, Roger Smith, and Angela Tozer. Also present Lesley Wilcox (Minutes Secretary).

1. **Apologies for absence** – Anne Colquhoun, Fiona Hogger and Tamsyn Tankard-Evans.

2. **Notice of conflicts of interest (combined with item 8 of the agenda).**

Allan had circulated links to the relevant Charity Commission documents to assist the policy and procedures review. Amongst these documents was one concerning Conflicts of Interest and Allan had produced a precis of this. That advice recognises that, in small communities, people are often involved in more than one local organisation or activity which has overlapping interests. In itself that would not disbar someone from being involved in any discussion or decision-making. The important factor is that, during the meetings and in any dealings involving the trust, the trust must take priority over all other issues. The responsibility of a trustee is, first and foremost, to seek to serve the benefit of the trust over everything else

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 3 November 2021** - the minutes were approved and signed.

5. **Treasurer's Report**

Allan had already circulated the end of November accounts and the current schedule of bookings.

Income - Income from hall hire was gradually increasing; ideally the hall needs £900pm. November's events had produced a profit of around £800.

Outgoings – New pedal-operated waste and recycling bins for the kitchen had been purchased and the oven had been professionally cleaned. Allan presented cheques for signature for these items, general cleaning and renewal of the premises licence. .

Forecast – a margin of £6k was forecast, principally due to the £8k in grants received. Any future grants were unlikely to be available at that level. The cost of insurance had been reduced by £1k and fixed for 2 years. Heating fuel costs would be about £800 compared to £1k in 2020.

Future work – external painting of the extension would be necessary in 2022 as required by the terms of the lease; Allan estimated the work to cost approx. £2k but had not been able to obtain any quotes so far. Some light fittings in the lobby and toilet areas were beginning to deteriorate. The lighting in the hall had never been satisfactory and should be a priority. Fluorescent tubes could now be replaced fairly easily with LED lights and should be considered. Allan had hoped to get support from Low Carbon Dorset but they viewed the lighting as not a sufficiently large project and wanted to include the heating system in any consultation. Allan was not prepared to proceed on that basis.

6. **Booking Secretary's Report.**

Bookings were continuing well and were being taken for 2022.

Allan had received a booking form for the 3 tables in use by the shop. It was recognised that this was in relation to the 'Covid response' and so no charge would be made.

7. Christmas Events

Against the background of continuing high level of Covid infections locally, and the possibility that further restrictions would be re-introduced, the following was agreed:

i. Christmas Fair – Sunday 5.12.21. The high-level decorations would be put up on 3.12.21 and tables laid out in the evening of 4.12.21. As the hall would be used for selling items, it would be regarded as a shop and so masks would be required to be worn. It was important that the hall was sufficiently ventilated with a one-way system in place. The mulled wine would be moved into the Jubilee Room permitting a further 2 stalls in the hall, so 12 in total. It was hoped that the weather would allow a gazebo to be erected to allow people to gather outside. A hall booking had been accepted for 6.00pm on 5.12.21 so the hall would need to be cleared by then.

ii. The shop had requested use of the Jubilee Room from 5.12.21 to 24.12.21 to display Christmas gifts with profits from the sales being split with the Village Hall. The display would be moved out on 11.12.21 to accommodate the Artsreach event. It was hoped that the Community Group would agree to use the hall (at no extra charge), rather than the Jubilee Room, on 11 and 18.12.21 for the coffee morning. It was agreed that a booking for the evening of 6.12.21 could be accepted but the shop display would be in the room.

There followed an animated discussion about various events relating to bookings, the booking procedure and the use of the hall premises. 2 trustees expressed that they had no confidence in Stuart as Chair and so Stuart asked for a formal Vote of Confidence in him and handed the meeting to Roger (as Vice Chair). Roger felt that everyone had experienced a long and difficult period; although clashes were not surprising this was still unfortunate, and he did not want to have a Vote of Confidence. However 3 members present expressed their confidence in Stuart and he continued to chair the meeting.

ii. Christmas Lights – Wednesday 22.12.21. The judging would take place but the event following in the hall would be cancelled.

iii. New Year's Eve party – there did not appear to be much support for this in the community. Therefore the event would be cancelled.

iv. Burns' Night supper – Tuesday 25.1.22. The event usually made a significant profit for the hall and so should be held if at all possible. The Briantspuddle Singers were prepared to release their hall booking for that evening. Allan had contacted the band who had accepted the booking at the same charge as 2020. A maximum of 80 tickets would be available with at least 70 ticket sales needed to meet the financial target. As food prices had increased, the ticket price would have to be increased from the previous £15 to £16 or £17. It was agreed to hold the event but subject to any change in the current regulations.

8. Policy and procedures review

See item 2.

9. Lobby blinds

One quote of £1,100 to supply and install made-to-measure blackout blinds had been received. A second supplier had been cheaper at £830 but this was still a lot of money. A quote for 'supply only' will be sought.

10. Hall floor

Sally reported that there had been little progress with this and that she had offered to take the issue over. Meanwhile, the floor is deteriorating.

11. Correspondence

The Memorandum of Agreement with the shop concerning the use of the entrance and lobby areas had been signed.

12. Any Other Business

i. One of the class tutors had asked for the defibrillator code. Stuart explained that, as he understood, the code was not made generally available. In an emergency the process was to dial 999 and ask for the code. Without going through 999 an emergency response might not be made. However, the enquiry from the tutor should be directed to the member of the community who is responsible for the maintenance of the defibrillator.

ii. As a representative of the committee, Stuart had agreed to read a lesson at the church Carol Service.

iii. If the committee intends to run an Open Gardens event in 2022 the national Open Gardens organisation has to be notified by the end of January. To be discussed at the next meeting.

iv. Following an incident where information concerning payment by a hirer had been disclosed, Stuart reminded committee members that any information relating to hirers was to be kept confidential.

v. It was agreed to pass one set of keys to the shop to enable them to open and lock the hall during shop opening hours.

vi. Stuart announced that, as he had not received a formal Vote of Confidence earlier in the meeting, he was resigning from the committee. Several present expressed their dismay at this and thanked him for all his work.

13. Date of next meeting

Wednesday 5 January 2022 at 7.00pm.

Lesley Wilcox

Minutes Secretary