

# Broughton Gifford Village Hall Management Committee

## Minutes of the Meeting Held on 23/02/2017

**Present:** Lucy Key (LK) Mike Bailey (MB) Sylvia Davis (SD), Rob Giles (RG), Vince Davis (VD) Sue Jeffries (SJ) Sue Jacobs (SEJ) Amy Harland (AH), Tom Vincent (TV) Elizabeth Freeman (EF)

**Apologies:** Mark Sullivan (MS) Merv Rees (MR)

### Minutes of last meeting

All okay

### Regular Users Feedback and bookings:

**Parish Council:** nothing to note

**WI:** nothing to note

**Short Mat Bowls:** nothing to note

**Piecemakers:** nothing to note

**Gardening Club:** nothing to note

**Friendship Club:** nothing to note

**Bee Keepers:** – will be running a training group in May

**Toddler group:** paying monthly in advance

**Vine embroidery:** nothing to note

**Wessex Medieval Alliance:** nothing to note

**Pilates:** Wednesdays and Thursdays

**Rock and roll:** nothing to note

**Baby sensory:** booked to end June 2017

**WI Skittles:** nothing to note

VD and SV have been updating each group on the new heating.

### Maintenance

- Broken table – mended by Tony Cooper

- New Heating/Air conditioning system to be set up Mon 13<sup>th</sup> Feb – 3 units above windows and 1 at end of Hall. All now installed and working well but there is no central control panel. Company coming on Monday week to fit the new control panel– paperwork to be put in the cupboard. Gerry will coordinate with SD about access to take out the old heaters and change them round.

### **Finance**

LK presented the report dated 23<sup>rd</sup> Feb. All in order.

### **200 club – February 2017**

£10 Christine Cogswell	£10 Andy Rumble
£10 Estelle Welch	£10 Bill Wright

### **Health & Safety**

- MB is speaking to Gerry about the hand drier.
- Merv sent email to say that the emergency exit light up on the stage needs looking at – MB to ask Gerry.
- Side fire door – SEJ raised question about the plastic tags – VD to check when he is at the hall tomorrow.

### **Any Other Business**

- Mr Pratt's wall – collapsing wall threatening his fence. MB said he has looked at it with Dec – question raised about damage to the wall done by a car or van and whether an insurance claim could be made. 6 meters minimum need doing and it will cost in the region of £1500 to £1600. The committee then discussed contacting the freeholders, Criterion – LK to pass information to SJ who will contact Criterion. SJ to contact Tony Pratt.
- Hub – EF said that she has copied documents to the gmail account which she explained will be a better place to keep documents. EF said that for £50 a year would help the functionality of the website and allow documents to be looked at on-line and uploaded more easily. EF also said that there is a calendar tool that will help make it clear what bookings and events are scheduled – EF and SJ to meet to look at this further.
- MB will contact Gavin Way to arrange new signs for the Hall – to be followed up.
- MS asked to have the committee room for the consultation events – it was agreed that this is fine and there will be no charge.
- Chair – VD is acting chair and SJ asked if he is willing to continue in post. VD asked for some support with the issues he feels less happy dealing with and the committee agreed.

### **Next Meeting**

Thursday March 16<sup>th</sup> in the Village Hall Committee Room 8.00pm