

Broughton Gifford Village Hall Management Committee

Minutes of the Meeting Held on 14/09/2017

Present: Lucy Key (LK), Mike Bailey (MB), Sylvia Davis (SD), Sue Jeffries (SJ), Amy Harland (AH), Vince Davis (VD) Tom Vincent (TV) Simon Childes (SC)

Apologies: Elizabeth Freeman (EF) Mark Sullivan (MS), Merv Rees(MR)

VD welcomed Simon Childes to the meeting and gave a summary of the duties of the committee.

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: – nothing to note

Toddler group: nothing to note

Vine embroidery: nothing to note

Wessex Medieval Alliance: nothing to note

Pilates: nothing to note

Rock and roll: nothing to note

Baby sensory: nothing to note

Tea Dance: nothing to note

Archery: They are back end of September

Maintenance

- Changes required to alter Fire door near stage to same system as Fire door near bar area – MB to speak with Lee Mitchener

- MB said he felt someone is needed to keep the car park tidy and the ivy and weeds back – VD to speak to Mick Adams.
- The stone wall – it has been recognised that more work is ideally needed in repairing the rest of the wall, but it is potentially very expensive. TV said he would email Mary Jarvis to the Parish Council about the fund they have. LK said that we could apply to the Melksham Area Board – LK and SEJ will discuss further.
- Gas – MB has got keys and will now ring Catleys and organise for them to come and check.
- VD and SD to get extra key cut as one set has been lost/stolen.

Finance

Report for 14th Set – money received from insurance claim and various pieces of expenditure. £10 due from Michelle Donelan to be written off – other.

LK brought info from insurers about re-build cost. The process would cost £100 to do – SJ suggested speaking to the Village Hall Association about this too. It was agreed to raise again in October.

200 club –

August 2017

£10 – George Wickenden

£10 – Tom Chippendale

£10 – Mark Sullivan

£10 – Tom Gerish

September 2017

£10 – Mr Robertson

£10 – Bill Wright

£10 – Sam Read

£10 – Lynn Charlesworth

Health & Safety

MR produced a comprehensive report with 12 items identified only 4 requiring action at this stage

1. Play area surface (See maintenance)
2. Spare Gas bottles – (see maintenance)
3. Stairway in stage area – MR to clarify Fire instruction notices
4. Repaint white strip on escape steps – done

Any Other Business

- MB has purchased two new BBQs for the hall, mainly for the fireworks.
- LK asked about whether we need the newspaper advert – it was decided to keep it in for the time being and ask
- SC mentioned that the front outdoor light is often left on overnight. AH to do note for the front door. SC to monitor how often light is left on.
- EF to advise up to date info on new website. EF updated and working on site – LK to follow up with EF before next meeting and £40 annual cost was approved.
- Committee still needs a secretary – AH to do an advert for the newsletter.
- RG said he will help on bonfire night.
- Village mag – SJ said to make sure things are booked and AH will follow up – October for the bonfire night and Nov for the Christmas concert. Done.
- Mouse racing – MB to follow up to aim for March/April.
- SEJ new email slittler@macmillan.org.uk – TV to ensure this is circulated.
- Christmas party 9th December – band is booked. To be discussed further.
- SD said that hall now has trolleys to moving the chairs.
- VD said that the bar run on rock ad roll night has raised about £600.
- VD and SD are off on holiday for 2 weeks and Gina will have the diary.

Fireworks –

- MB to liaise with contributors about meeting – after 10th Oct when VD/SD are back from holiday.
- Firework company to send invoice/quote to LK for payment – expected to be same as last year.

Next Meeting

Thursday October 19th 2017 in the Village Hall Committee Room 8.00pm