

# Broughton Gifford Village Hall Management Committee

## Minutes of the Meeting Held on 09/11/2017

**Present:** Mike Bailey (MB), Sylvia Davis (SD), Sue Jacobs (SEJ), Amy Harland (AH), Vince Davis (VD) Tom Vincent (TV) Simon Childe (SC) Merv Rees(MR), Martin Cottle (MC) Lucy Key (LK) Claire Francis (CF) Rob Giles (RG)

**Apologies:** Elizabeth Freeman (EF) Mark Sullivan (MS),

### Fireworks feedback

CF attended the meeting to give some feedback on the fireworks –

Suggestions include having an event management plan to show all the steps taken and give some protection in case of any incidents. MB said that he has a plan and does look to ensure that all regulations are kept to. CF mentioned parking and the footpaths being blocked and the committee discussed the various issues. SC said that he would happily help MB with reviewing the event plan. The committee agreed that ensuring we are better covered makes sense.

### Minutes of last meeting

All okay

### Regular Users Feedback and bookings:

**Parish Council:** nothing to note

**WI:** Have asked to change meeting date and hoping to change the date from March to an afternoon. This will help with clashes with other groups.

There are also a number of bigger meetings involving the Wiltshire group – all booked up.

**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:** Very busy and doing well.

**Vine embroidery:** nothing to note

**Wessex Medieval Alliance:** nothing to note

**Pilates:** nothing to note

**Rock and roll:** had good free evening on 31<sup>st</sup> and good bar return.

**Baby sensory:** nothing to note

**Tea Dance:** nothing to note

**Archery:** Nothing to note

### **Maintenance**

- Changes required to alter Fire door near stage to same system as Fire door near bar area – MB to speak with Lee Mitchener.
- Leaves in the carpark – it was felt best to leave the clear up for another week or so until all the leaves are down. Sunday 26<sup>th</sup> at 10am.
- 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. LK said that we could apply to the Melksham Area Board – LK and SEJ will discuss further.
- VD said that the fire officer has been to inspect – LK has paid and the certificate has arrived and to be put up in the hall.
- Two strip lights in stage area need cleaning up.

### **Finance**

Report for Nov - LK said fireworks money has gone in and Skydazzle have been paid. LK said that income was about 16K and there are some bills still to be deducted and thinking that the profit will be about 9.5K. We are about £600 up on income and up on last year.

Proposed donations to be discussed at separate meeting.

In last meeting LK brought info from insurers about re-build cost. The process would cost £100 to do - to be followed up at next meeting.

### **200 club –**

October 2017

£10 – Mrs K Escott

£10 – Neil Townsend

£10 – Pre-school

£10 – Jackie Bull

### **Health & Safety**

MR done the quarterly check.

1. Wall - ?
2. Leaf debris to be cleared
3. PAT testing not done since 2011/12. MR to speak to John Drummond
4. Checked fire extinguishers and all full.
5. Some litter collecting on back stairs – to be cleared.

MR noted the good state of general repair.

Outstanding issues:

1. Stairway in stage area – MR to clarify Fire instruction notices

### **Any Other Business**

- Christmas decorations – RG was in attendance to discuss this matter and it was agreed Wednesday 22<sup>nd</sup> at 2pm. RG also said that notes should be taken so that others will know how to set everything up for future years. It was suggested to look at new garlands in January.
- 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. Lots of new info is needed to update the website. TV to ensure we ask EF to come to next meeting.
- Committee still needs a secretary – AH did an advert for the newsletter, but no response so far. To put back in the village mag.
- Mouse racing – MB to follow up to aim for March/April.
- Christmas party 9<sup>th</sup> December – band is booked. VD/SD will sort out wine and food and raffle prizes. Raffle prizes to be requested and VD has asked Tony Stanley to do the bar. 5pm for set up.
- Car parking – MR raised that if building work starts in Newleaze there is a concern that building contractors will use the car park. It was felt that this should just be monitored if it becomes any sort of problem.
- Committee said a big thank you to MB and presented him with a gift and SEJ also gave a thank you to VD and SD for everything they do.

### **Fireworks**

- MB to organise a de-brief meeting – 8.15pm on the 23<sup>rd</sup> to coincide with donations meeting.
- VD asked for a note to be put into the village mag to say thank you to all who helped
- Proposed donations – Thursday 23<sup>rd</sup> meeting at the Bell at and LK has a list of what was paid to different organisations over recent years.

### **Next Meeting**

Thursday December 14<sup>th</sup>, 8pm in the Village Hall Committee Room.