

Broughton Gifford Village Hall Management Committee

Minutes of the Meeting Held on 13/12/2018

Present: Vince Davis (VD), Amy Harland (AH), Sylvia Davis (SD), Lucy Key (LK), Tom Vincent (TV) Mike Bailey (MB), Merv Rees (MR)

Apologies: Martin Cottle, Simon Childe

Minutes of last meeting

Nothing to note.

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: Paid and booked new sessions.

Pilates: nothing to note

Rock and roll: nothing to note

Baby sensory: There is an outstanding bill from the old coordinator – LK said she has chased this for some time and feels that we may need to write this off. LK said that she will contact one last time and the committee agreed that this can be written off if there is no further progress.

Tea Dance: nothing to note

Archery: nothing to note

Maintenance

- Air conditioning – Engineer showed VD how to clean the filters and whilst the machines need to be checked once a year, VD said that we can now do the filters ourselves and this needs to be done every 6 months. MR to add to the H&S list and look at them every 3 months.

Finance

LK presented a report of donations from the fireworks. Donations are 90 percent of profit and info will go to the parish mag, but not listing exact amounts.

Xmas concert - £100 profit and a successful night.

LK presented October and November finance report (date at top should read 13/12/18). Lots of outstanding income due to invoices just having been raised and lots of expenditure has been resolved.

- LK asked AH and MB to sign paperwork for bank to become signatories.

LK has finance records for the last year to put in the locked cupboard.

200 club

Winter Draw

Winner – Martin Freeman

2nd prize – Julie Gurke

3rd prize – Richard Coward

December 2018

Shannon Jeffries

Mrs L Wallace

June Lock

Barbara Pullen

Health & Safety

- Gate has dropped a bit and MR will adjust - done
- John Drummond will do PAT test when he does the electrics on the stage – MR has key for him and he said he will start on Monday. MR to forward quotes to LK.
- Leafs in car park – general clear up was done and TV was asked to do further clean up as a paid job – this was agreed by committee.

Website updates

- 200 Club winners
- Update 'Whats On' page – AGM, Fireworks, Mouse racing (new date 23rd March 2019).

Mouse racing

- Arranged for the 23rd March 2019 – decided that start should be 6 to 6.30.

Any Other Business

- Date for taking decorations down – Saturday 5th Jan
- Committee still needs a secretary – Amy Houghton has said she will do it but obviously could not make tonight.
- Committee will need a new treasurer later in the year. There have been 2 applicants, one being Catherine Moore who does our cleaning and is treasurer for Pre-school. The second applicant is from Westbury and doesn't appear to have any specific experience.
 - It was agreed that Catherine would be a really good candidate.
 - LK suggested setting up an email account for village hall finances for consistency
 - Bank – cheques need 2 signatories, most payments are on-line. Options on immediate access – LK and AH to confirm process and checks will be in place.
 - AH to discuss with Catherine about general processes.
 - MB asked about invoices and it was agreed to keep a wallet in the cleaner's cupboard
 - 200 club – archery money/Tai Chi money or AH could cash a cheque once a month.
 - Hub will need to be updated
 - Insurance to be done with Catherine once a year.
- VD has made enquiries about water softener and West of England are coming in to have a look in new year.
- Lease – MB to contact agents for freeholders and ask about purchasing land or extending the lease.
- AH led a big thank you to Lucy for all her hard work and support over the years.
- AH to do a letter to the village hall about Fireworks.

Next Meeting

Committees meeting – 17th Jan, 8pm both in the Village Hall Committee Room.