

Broughton Gifford Village Hall Management Committee

Minutes of the Meeting Held on 11th April 2013

Present: Sue Jeffries (SJ) Sylvia Davis (SD) Vince Davis (VD) Mike Bailey (MB) Tom Vincent (TV) Rob Giles (RG) Iwona Cherry (IC), Sue Jacobs (SEJ)

Apologies: Merv Rees (MR), Elizabeth Freeman (EF)

Introductions

Introductions were done for all members of the committee with IC's first formal meeting.

Committee Members

Meeting - RG said that he had met with SJ and SEJ and he proposed that the committee review roles and responsibilities to ensure that everything is shared out and with a proper JD.

RG handed out JDs for:

Health and Safety- SEJ

Minute Taker - TV

Treasurer - SJ

Maintenance Organiser (and fireworks) - MB

Booking Clerk - SD/VD

Events (to include 200 club) - IC

Chair - RG

Vice-Chair - VD

List of phone numbers and email addresses - RG will circulate this with role titles.

RG introduced the idea of having an online committee hub where schedules of tasks relating to roles and responsibilities will be stored.

Minutes, finance details and all other committee paperwork can be stored in the hub. RG said that he does need help uploading documents - committee is looking for a volunteer to help RG. RG asked if committee members could have a look at the hub to get used to it and for important calendar notes.

RG/SEJ invited comments for the JDs that have been written.

Minutes of last meeting

Noted that they were correct.

Governance

- **SEJ** and **Steve Jacobs** are reviewing the constitution and will send out a draft for consultation to the members of the Committee and Tom Chippendale as President. **RG** to attend Wiltshire Village Halls meeting in early May to ask about this.

Regular Users Feedback:

Parish Council: nothing to note

WI: nothing to note

Short Mat Bowls: nothing to note.

Piecemakers: nothing to note

Pre-school: nothing to note

Gardening Club: nothing to note

Friendship Club: nothing to note

Bee Keepers: nothing to note

Maintenance

- Toilet manhole/drain needs redesigning. Gerald Harding has inspected the drains and feels it can be repaired. A down drainage pipe will also need unblocking. **GH** will undertake the work. On-going due to weather.
- Catley's stated they left the appropriate gas lock when work was undertaken. **MB** to go to Catleys to get another key.
- Ceiling tiles - several need replacing. **RG** to call **VD**
- Spot light needs new bulb **RG** to call **VD**
- Fire exit signs needed - **SEJ** to order.
- Sign on road - half one of the signs is missing - **RG** and **MB** to check.

Bookings

- Fox has asked to use the car park – no event on that night.

- Nothing else to report.

Christmas Concert

- The 2013 concert and Bath Spa Band are booked for the 14th December.

Finance

- **SJ presented current figures. No concerns.**
- **200-Club:**
April draw: 1. Mrs S White £10 2. Mr C Draper £10

Heating

- VD met with electrician - heaters in the hall are okay. Electrician advised that the work would take a long time to recoup money spent and it was agreed not to proceed.
- RG asked if solar panels should be considered - TV to research.

Health & Safety

- **Risk Assessment and Action Plan** - SEJ has updated the action plan. New signage - majority of signs need replacing. Emergency lights need to be checked. SEJ has circulated the plan to committee members.
 - Plan drawings for the fire brigade - Gerald Harding to do and SEJ to ensure he has new fire door on the plan. Plan to be uploaded to the Hub. SEJ to speak to fire brigade to ask advice.
 - White plastic chain needed with sign near stage area.
 - Outside steps - edges need painting white.
 - Ash tray - solution needed.
 - Checklists - monthly electric test now to be part of the quarterly full inspections
 - Emergency outside light - MB to follow up.
 - Electric signs - 2 more needed.
 - COSHH - data sheets needed once products are decided upon.
 - Fencing by fire escape to prevent people turning wrong way - will need access.
- MB to speak to Declan to get ramp done

SEJ to update plan and circulate again.

Any Other Business

- Nappies have been found in disabled toilet and noticed in the drain - SJ to do a sign and send an email.
- Hall price: RG suggested a discussion each year to set the increase - SD to bring list to the next meeting.
- Access - MB noted that access to VH from the Fox is tight between hedge and parked cars. MB to speak to Alex.
- SJ asked whether a line can be installed for internet. VD to contact BT.
- Hand - driers to be discussed at next meeting.
- Cleaner, Gina, has asked if a steam cleaner might be appropriate. MB to look at whether there is an industrial cleaner option - a domestic cleaner would be too small.
- Date of fireworks will be 2nd November.

Next Meeting

Thursday 16th May 2013 8.00pm the Village Hall Committee Room