

# **Broughton Gifford Village Hall Management Committee**

## **Minutes of the Meeting Held on 12<sup>th</sup> December 2013**

**Present:** Sue Jeffries (SJ) Mike Bailey (MB) Tom Vincent (TV), Sue Jacobs (SEJ) Amy Harland (AH) Lucy Key Merv Rees (MR), Mark Sullivan (MS)

**Apologies:** Elizabeth Freeman (EF) Rob Giles (RG) Vince Davis (VD) Sylvia Davis (SD)

Due to Rob not being able to make the meeting it was agreed that SEJ would chair the meeting.

### **Minutes of last meeting**

All okay.

### **Committee Members**

Hub - SEJ to give AH all necessary documents for scanning on to the Hub. To be handed over today and SEJ and AH to discuss.

TV to put minutes on the hub - still to do.

RG to go round and see VD and SD and provide information for MR regarding the hub.

### **Regular Users Feedback:**

**Parish Council:**

**WI:** nothing to note

**Short Mat Bowls:** SD to check about possible dates for events.

**Piecemakers:** nothing to note

**Pre-school:** Nothing to note

**Gardening Club:** nothing to note

**Friendship Club:** nothing to note

**Bee Keepers:** nothing to note

**Toddler group:** Have taken over the youth club cupboard - old youth club stuff has been stored away or cleared out.

### Maintenance

- Toilet manhole/drain needs redesigning. Gerald Harding has done slight alteration and MB and GH will check on a regular basis. MB and GH.
- **MB** is organising new light diffusers for the main hall lights and new filling (Gerald).
- MB presented new ceiling tile samples - £1500 will be the cost. SD said that the time is not available before Christmas - aim for MB to complete work in late Feb. MB will need cheque to get the tiles at current price- MB to liaise with LK.
- SJ mentioned that a grant application may be possible to support the work - LK to look at with SJ.
- RG and MB to arrange to check and clear gutters once leaves have fallen. MR offered to help.

### Bookings

Nothing to report

### Christmas Concert

- The 2013 concert and Bath Spa Band are booked for the 14<sup>th</sup> December. AH checked that bar is booked with Fox and they have also got plan for food.
  - Roles discussed and agreed
  - Raffle prizes to be donated

### Finance

Report done for end of Nov - LK did with SJ

Discussion had to possibly look at a savings account.

AH to take on the 200 club

- 200-Club:

Dec:            **Mike Gingell £10**  
                     **Elizabeth Freeman £10**

## Health & Safety

- **Risk Assessment and Action Plan** - SEJ has updated the action plan - please refer to separate document with outstanding points below:
  - Point 3 - dates for the 3 monthly checks to go on the Hub. RG and SEJ have organised - SEJ to do tonight with MR and MB
  - COSHH risk assessment with cleaner - SEJ to do. SEJ emailed Gina this evening to check on products used.

3 monthly checks to be done before committee meeting -

H&S report - old diagram - SEJ and RG to draw on the new door scan in and put on Hub - this is done.

## Fireworks sub-committee

A few things outstanding to be paid for including for lights and generators - expecting about £3500 profit. Thank you letters to go to Hoopers and Pickwick Caravans and others who made a donation.

Point has been raised concerning publishing of the figures from fireworks and who is benefiting.

The air cadets had a shortfall of personnel and there was a problem with the car parking. MB to speak to them and discuss with them how to address the problems next year.

Donations - to be discussed at a de-brief meeting. Date of meeting - 8pm, Tuesday 19<sup>th</sup> @ MB's house.

Disabled parking was asked for. Steve Jacobs asked about date and plans for next year.

## Any Other Business

- Cleaner - asked if rate could be reviewed. LK presented a range of proposals with current pay as comparison. LK to check with Gina how many hours she does currently do to ensure that the regular hours rate is appropriate and further discussion at next meeting.
- Electrical safety certificate - not within the paperwork held by SEJ. SEJ has emailed Zaactjh with no response. RG to speak to Andy.
- VD - contacted by Howden Jones about music night. RG to look into this.
- MR - IT access mobile Wifi is working £50 to £60 or £30 second hand. It was agreed that this is useful for the committee and very possibly Pre-school would be interested. MR has sorted out mobile access, with sim - all for £30

- MB - a generator is available for £200 - purchased and MB has the receipt.
- Gazebo - MB to update at the next meeting
- Water - Water board called to highlight a problem with the bill has led to finding that there has been a leak in the hot water system - now been fixed. Form has been completed to request a rebate. Recommended to add the hot water system to the checklist and read the meter. LK offered to read the meter on a regular basis for the next couple of months to keep a close eye on it.
- Mouse racing - MB checked and they have confirmed and the company have banked the cheque. 22<sup>nd</sup> March.

### Next Meeting

**AGM: Thursday 9<sup>th</sup> Jan at 8pm @ village hall.**