

# Broughton Gifford Village Hall Management Committee

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

**Present:** Sue Jeffries (SJ) Sylvia Davis (SD) Mike Bailey (MB) Rob Giles (RG) Tom Vincent (TV), Elizabeth Freeman (EF) Vince Davis (VD)

**Apologies:** Merv Rees (MR), Iwona Cherry (IC) Mark Sullivan (MS) Sue Jacobs (SEJ)

### Minutes of last meeting

All okay.

### Committee Members

- 200 Club - SJ & IC to liaise about handover asap.

Hub - RG will put finance reports on. SJ asked about other documents and RG said that he is selecting what should be on there and uploading them. RG and SJ to meet up.

Calendar - RG to organise the VH calendar on the Hub - others to assist in uploading key information for the calendar such as dates for insurance renewal, etc. RG to meet with SEJ and SJ.

### Regular Users Feedback:

**Parish Council:** It was reported that the PC are interested in utilising the VH website. EF to liaise with Mark S.

**WI:** nothing to note

**Short Mat Bowls:** nothing to note

**Piecemakers:** nothing to note

**Pre-school:** Would like an extra time - on a Monday afternoon. This clashes with Friendship club so SD will speak to Chris P about changing their day to meet.

**Gardening Club:** nothing to note

**Friendship Club:** nothing to note

**Bee Keepers:** nothing to note

**Toddler group:** 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. MB to talk to **GH**.
- VD will look into new, more powerful hand dryers for the toilets - RG to check on-line and VD to research locally.
- Fire exit signs needed - SEJ ordered, but more needed.
- **MB** is organising new light diffusers for the main hall lights and new filling (Gerald)
- Toilet seats - MB to do before weekend.
- Fire extinguisher outside - has been let off. MS will look to get fire fighting foam.
- Water coming in - bolts, washers and silicon needed. MB to look at and liaise with RG

### Bookings

Nothing to report

### Christmas Concert

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

### Finance

Report done for end of August - all okay.

Audit - due in the next few days and info to go to Amy.

- **200-Club:** Collection due to be done over the next month.
- SJ reported that there was an error in the 200 club summer payments last month - the first prize should have been £250, the second £100 - SJ corrected the 1<sup>st</sup> prize and it was agreed that the extra £50 paid to the second prize should not be requested back.

### Health & Safety

- **Risk Assessment and Action Plan** - SEJ has updated the action plan - please refer to separate document with outstanding points below:
  - No entry sign for the chain for the stairs -
  - Point 3 - dates for the 3 monthly checks to go on the Hub. RG and SEJ to meet.
  - COSHH risk assessment with cleaner - SEJ to do.

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

### **Any Other Business**

- Insurance renewal - all done
- Electrical safety certificate - not within the paperwork held by SEJ. SEJ to speak to Andy and obtain a new one if necessary.
- Date of fireworks will be 2<sup>nd</sup> November.
- SJ to get front cover done for the fireworks.
- VD to speak to Alex about the carol concert bar.

### **Fireworks sub-committee**

Meeting arranged for Thursday 3<sup>rd</sup> Oct - 8pm @ The Bell.  
MB needs copy of insurance for Air Cadets - SJ to provide.

### **Next Meeting**

Thursday 10<sup>th</sup> Oct at 8.00pm @ village hall.