

Broughton Gifford Village Hall Management Committee

Minutes of the Meeting Held on 13th Feb 2014

Present: Sue Jeffries (SJ) Mike Bailey (MB) Tom Vincent (TV), Sue Jacobs (SEJ) Amy Harland (AH) , Merv Rees (MR), Mark Sullivan (MS) Rob Giles (RG) Vince Davis (VD) Sylvia Davis (SD) Lucy Key (LK) Ron Holdway (RH), Val Wilkinson (VW)

Apologies: Elizabeth Freeman (EF)

Bar

RH attended to ask about whether the bar would be available for a party scheduled for July (with 150 people). MS has spoken to Alex and he has said that he is only willing to run the bar if it will be profitable - this needs to be a judgement call for each event. RH said that his main concern is that the bar should be properly stocked and run - the committee said that draught beer can only be provided by the pub. MS to discuss with Alex about the stocking of the bar.

Minutes of last meeting

All okay.

Committee Members

Hub - MS has scanned documents and uploaded to the Hub.

RG to print off more Hub guides for committee members.

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

Roles - meeting held to discuss roles and descriptions have been put on the Hub and handed out - now available for any new committee members in the future.

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

Toddler group: nothing to note

Maintenance

- Slab in side pathway is askew and could be a trip hazard - MB to look at.
- New fire door - is very easy to leave open/not shut properly. Instructions needed - SEJ to do.
- White paint needs to be done on the step.

Bookings

- Indoor archery – said that children have been banging on the door and windows and causing a disturbance.

Finance

Report done for end of Jan - LK said nothing significant to note and a little more in than out.

Web domain - going to be paid for 9 years and LK to settle with Elizabeth.

LK asked for permission from the committee to be a signatory for the bank - RG asked the committee to vote and this was passed.

Discussion had to possibly look at a savings account.

- 200-Club:

Feb: **B Robinson**
 S Read

Mouse Racing

Race sponsors - MB and RG to lead on this

SJ handed out mouse owner sheets to all present - everyone reminded and some are completed.

SJ will complete race card with sponsors.

Mouse owner sheets - still to be handed in: VD, MS, SJ and TV to do.

Health & Safety

- **Risk Assessment and Action Plan** - SEJ has updated the action plan - please refer to separate document with outstanding points below:
 - COSHH risk assessment with cleaner - SEJ to do. SEJ met with Gina and is SEJ is sorting out.

Any Other Business

- Key for downstairs - SJ is the only keyholder - handed over to VD and he will get 3 more cut - done and SJ, VD, MB and one to be given to RG.
- **Electrical safety certificate - not within the paperwork held by SEJ. SEJ has emailed Zaaactjh with no response. RG to speak to Andy.**
- VD - contacted by Howden Jones about music night. RG to look into this.
- Fireworks - date will be the 8th November this year.
- AH said she has completed and submitted the Charities Commission annual return.
- Hub - www.tinyurl.com/streetvillagehall - password village123 - login rob
- Stuff on stage from youth club - VD asked what needs to be done. MS said that the assets are being held by the Parish Council awaiting it being started again. RG said that we should leave it for now and this was agreed.
- Gina is going on holiday - she will speak to Sherry.
- It was agreed to reduce the rate for a charity fundraiser being run for the cancer dept at Bath - rate will be £30.

Next Meeting

Thursday 13th March at 8pm @ village hall.