

# Broughton Gifford Village Hall Management Committee

## Minutes of the Meeting Held on 13<sup>th</sup> March 2014

**Present:** Sue Jeffries (SJ) Mike Bailey (MB) Tom Vincent (TV), Sue Jacobs (SEJ) Amy Harland (AH), Mark Sullivan (MS) Rob Giles (RG) Vince Davis (VD) Sylvia Davis (SD) Lucy Key (LK)

**Apologies:** Elizabeth Freeman Sylvia and Vince Davis, Sue Jacobs, Merv Rees, Val Wilkinson

### Minutes of last meeting

All okay.

### Committee Members

Hub - MS has scanned documents - MS to upload to Hub.

### 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

- New ceiling is installed. Spare tiles to be put downstairs.
- Slab in side pathway is askew and could be a trip hazard - MB done

- 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.~~ Was covered in dirt and is re-painted.
- Window frame in the committee room to be repaired - MB

### **Bookings**

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

### **Finance**

Report done for end of Feb - LK said nothing significant to note and a little more in than out.  
Discussion had to possibly look at a savings account.

- **200-Club:**

**March:**            **Jon Ovens**  
                              **Mrs EJ Williams**

### **Mouse Racing**

**Race sponsors done and mice sold for each race.**

**LK to do float for the kitchen and entrance.**

**Prizes for the races - some wine and spirits - VD to do and also get the food.**

**Hall set up - 6.30.**

### **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.
- **General inspection/checklist to be done before the next meeting (SEJ).**

### **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 - still not known where this is. Committee discussed getting a few quotes - SJ to ask John Drummond and RG to ask Schafer and MB to research another electrician to quote.**
- Fireworks - date will be the 8<sup>th</sup> November this year.
- Hub - [www.tinyurl.com/streetvillagehall](http://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. Done
- Grant for community groups for energy saving scheme. LK has checklist and wondered if this was something the committee could make use of. Maximum grant is £1000 - RG to read through.
- SJ asked LK to check whether payment has been made to Community First.
- MB said that Seend VH had done a curry night and made a good profit - to be kept in mind for another time.

#### Next Meeting

Thursday 24<sup>th</sup> April at 8pm @ village hall.