

# Broughton Gifford Village Hall Management Committee

## Minutes of the Meeting Held on 13/11/14

**Present:** Sue Jeffries (SJ) Mike Bailey (MB) Tom Vincent (TV), Amy Harland (AH), Rob Giles (RG) Sue Jacobs (SEJ), Lucy Key (LK), Merv Rees (MR), Vince Davies (VD)

**Apologies:** Elizabeth Freeman, Sylvia Davies (SD),

### Minutes of last meeting

All okay.

### Committee Members

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

### Regular Users Feedback:

**Parish Council:** nothing to note

**WI:** nothing to note

**Short Mat Bowls:** nothing to note

**Piecemakers:** nothing to note

**Pre-school:** LK has got a price for a small ad in Melksham News - £10 a fortnight to have this for a full year. The committee agreed to putting in an ad for 6 months - LK to organise.

RG to check the website search for local village halls.

**Gardening Club:** nothing to note

**Friendship Club:** nothing to note

**Bee Keepers:** nothing to note

**Toddler group:** nothing to note

### Maintenance

- Cleaning - Sylvia and Lucy to meet with Gina before Christmas to review cleaning needs once Pre-School move.
- Misted glazing - MB to follow up with Southern Glazing.
- Leaves in the car park - 9.30 visit Sunday.
- Holes in the walls - SEJ asked if they need repair and MB said that they have been checked
- Agreed that portable electrical goods looked in good order and it electrician checked in 2012. Committee agreed that these were okay.
- Hole in wall at far end of hall by fire exit.
- Coffee maker to be removed.

### **Bookings**

- Musicians booked in for practice for 20<sup>th</sup> - has been booked in and it was agreed to allow the booking to be free as money raised will be for the VH and other village charities. Committee agreed for up to 4 sessions to be free.

### **Finance**

Report done for end of Oct - Income high due to 200 club and expenses high due to a lot of money being paid to Skydazzle.

Fireworks - £13K paid in (float £700) and taking into account normal expenses we are looking at about £7K. In respect of income, the money is needed for next year and there is not a lot of money left over.

VD said he feels the hall needs smartening up and there was general agreement.

Grants - Melksham Area Board. Considerations are for bar renovation, new chairs, de-fib machine - MB to get a quote from Gus Gurney for 150 chairs and to let AH know who will research second quote.  
Bottle-washer - MB to ask Paul to put quote on headed paper.

AH suggested getting a savings account - LK to research.

RG asked LK to upload accounts onto the website.

200 club

Nov Claire Johnston  
Fred Abrahms  
Mrs L Bundy  
Sherry Harrington

### **Health & Safety**

- Car fell down drain cover at fireworks - Wessex Water have said it is a council drain and they were contacted. Accident book filled out to record incident.
- SEJ to print off electricity safety check for putting up.

### **Any Other Business**

- Fireworks funds meeting - Tuesday 18<sup>th</sup> at Lucy's house 8pm (119).
- Christmas decorations - SJ asked if it could be done on the 20<sup>th</sup> - agreed for 12pm.
- Car park light switch - can be left on and others get confused with using the delay or on/off switch. RG to look at the signage as a short-term measure.
- Carol concert - MB asked if we could consider changing to use the Corsham band. The committee agreed to have the change.
  - Bar to be done and Tony S is happy to help.
  - 13<sup>th</sup> Dec.- VD/SD will do mince pies and sausage rolls. LK to do entrance. Set up at 5pm.
  - Raffle - prizes to be provided by the committee.
  - VD to get drink in.
- Chairs - MB had prices from Gus Gurney. Agreed that it is only worth going for better chairs
- Bottle washer - retails at £1395 and we can get for £697.50
- Chiller cabinet - £450

### **Next Meeting**

Thursday 4<sup>th</sup> December 8pm @ village hall.