

# **Broughton Gifford Village Hall Management Committee**

## **Minutes of the Meeting Held on 14<sup>th</sup> November 2013**

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

**Apologies:** Elizabeth Freeman (EF)

### **Minutes of last meeting**

All okay.

### **Committee Members**

Hub - SEJ to give AH all necessary documents for scanning on to the Hub.

TV to put minutes on the hub

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:** Nothing to note

## 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.
- Hand driers fitted.
- MB is organising new light diffusers for the main hall lights and new filling (Gerald) - estimate done for fixing the ceiling.
- Water coming in - MB has replaced/repared all damaged bolts.
- 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.
- 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.
  - SJ will print tickets and has raffle tickets.
  - Food - MS will check with Alex and then committee will plan at the next meeting.
  - SJ will get mulled wine.
  - Raffle prizes needed.

## Finance

Report done for end of Oct - money still coming in from fireworks and 200 club.

AH to take on the 200 club

- 200-Club:

Sept: Robin Boyd and Tony Stanley

Oct : Fred Blythe and Mrs K Escot

Nov: Miss V Ovens and Miss K Cumming

## 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.
  - COSHH risk assessment with cleaner - SEJ to do.

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. SEJ to update report regarding the fire extinguisher service certificate.

Risk assessment has been done for the Fireworks night - following meeting on 3<sup>rd</sup> Oct and agreed by MB and chair.

## 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 and SJ to discuss and propose for the next meeting.
- Electrical safety certificate - not within the paperwork held by SEJ. SEJ has emailed Zaaactjh with no response.
- Christmas decorations - 21<sup>st</sup> Nov 2pm
- SJ to follow up PRS regarding music licence. SJ confirmed all is okay.

- 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 to organise.
- MB - a generator is available for £200 and this will save on hiring each year. This would be shared with the garage. It was agreed that was a good idea.
- Gazebo - to be discussed at the fireworks meeting.

### Next Meeting

**AGM: Thursday 12<sup>th</sup> Dec at 8pm @ village hall.**