

Broughton Gifford Village Hall Management Committee

Minutes of the Meeting Held on 17th January 2013

Present: Sue Jeffries (SJ) Sylvia Davis (SD) Vince Davis (VD) Sue Jacobs (SEJ) Elizabeth Freeman (EF) Mike Bailey (MB) Jonathon Barden (JB) Tom Vincent (TV) Merv Reece (MR)

Apologies: JD Chapman (JC)

Notes of Previous Meeting

These were reviewed - SEJ took the minutes

Committee Members

- SEJ took the minutes as no secretary was in post. TV kindly offered to take the minutes in the future.
- Tom Vincent and Merv Reece were welcomed to the Committee
- SEJ suggested that role descriptions were written so we are all clear of each roles responsibilities. **All members to compile.**
- **JD** to ask Clare Johnson if she would like to join the Committee
- William Monk may be joining in the New Year.
- JB informed the Committee that he would be stepping down as Chair and the Committee. The next meeting will therefore be an EGM.
- TV and MR will assist with the Halls maintenance

Governance

- **SEJ** and **Steve Jacobs** are reviewing the constitution and will send out a draft for consultation to the members of the Committee and Tom Chippendale as President.

Regular Users Feedback not covered in the minutes

Youth Club: nothing to note

Parish Council: see under fireworks. Mark Sullivan was to attend to discuss.

WI: nothing to note

Short Mat Bowls: the Committee thanked the club for accommodating late hirers of the Hall.

Piecemakers: nothing to note

Pre-school:

- SJ understood that there would be a representative from pre-school attending.

Gardening Club: nothing to note

Friendship Club: nothing to note

Bee Keepers: nothing to note

Maintenance

- Toilet man hole/drain needs redesigning. Gerald Harding has inspected the drains and feels it can be repaired. A down drainage pipe will also need unblocking. **GH** will undertake the work.
- Catley's stated they left the appropriate gas lock when work was undertaken. **MB** has a spare key from Catleys. This then needs to be re-checked for compliance.

Bookings

- Nothing to report except there had been a couple of late cancellations.

Bonfire & Fireworks

- It was noted in the Parish Council minutes published in the Village Magazine that people who attended the event were still being charged. SJ had responded in writing stating that we were not aware that this had happened and MS was to attend this meeting to discuss further.
- The Committee discussed the future plans for the display and consider whether it would be 'scaled down' and/or venue changed and held to music due to costs. No decisions were made but will be discussed again at a later meeting.
- A profit of £5,522.76 was made (less than last year) and donations to the following organisations will be:
Air Cadets- £300, Pre-school - £150, Friends of St Marys - £250, Air Ambulance - £500, Cricket Club - £200, Football Club - £50, Bowls - £150, Toddlers - £125, St Marys Church - £100, Friendship Club - £150. In total - £1625.

Christmas Concert

- Many thanks to The Fox for again donating the food.
- A profit of £61.63 was made.
- The 2013 concert and Bath Spa Band are booked for the 14th December.

Spring Fundraiser 2013

- Mouse racing event - SJ has booked the cover of the Village Mag. **MB** will organise sponsors and **MB** and **SJ** will organise lists of mice to 'sell'.

Finance

- **MB, new Chair, SJ and SEJ** need to attend the bank with the appropriate documentation for all to become signatories
- Working balance for September - £15,372.77
- It was noted that the water costs had doubled. This maybe because there is a leak so this will need to be monitored to see if there is a trend. **SJ** to contact the water company to find out where the water meter is placed.
- Tom Chippendale had suggested the Committee consider funding the secretarial role as there was difficulty recruiting to the role. This will be discussed at the EGM next month.

200-Club

- To be drawn at the next meeting.
- It was noted that not all money had been collected despite numerous attempts at collecting.

Heating

Nil of note

Health & Safety

- **Risk Assessment and Action Plan** - all action points completed except for the following:

16. Fire Assessment not undertaken	Fire Brigade Officer to advise. Written fire escape plan to be available. 'Wallet' of information for the fire brigade to be readily available for their use.	Med	SJ	2 months	Fire risk assessment completed. Gerald Harding to do plans of electrical wiring. An extra fire door has been fitted but there is an issue with removing the block – this has been addressed. Full risk assessment action plan to be undertaken
30. Compliance with gas regulations	Gas Safety Certificate required	Med	MT		Work has been undertaken. See under Maintenance for details.

- **VD** got a copy of the key for the bar door.

- SEJ stated that V&SD son had offered to assist her with a full RA inc. COSH RA of cleaning materials and first aid kit requirements, and the committee accepted his offer. **SEJ** to arrange ASAP.
- **Premises Plan (inc. Electrics)** needed for fire regulations. Gerald Harding will undertake.
- **SEJ** to ask S&VD son for guidance about the monthly electricity safety checks and then SEJ will write an operating procedure.
- **SD** to give Chair a full set of keys for the Hall. **MB** to give SD a copy of the Pre-school shed key.
- **SEJ** to update the H&S report with a completed RA. Concerns were expressed that this had not yet been undertaken.
- **MB** has asked Declan Williams to place a ramp outside which he has agreed to do.

Website Development

- EF updated the Committee on the development of the website and all were very impressed with what had been done. It was available to view on: www.efwdevspace.co.uk. SEJ had sent the hire agreements to EF. EF will also look into a 'cloud' for storing all relevant documentation. The Committee thanked EF for all she had done.
- **SJ** to send EF regular users contacts.
- It was agreed that minutes were to be placed on the website

Any Other Business

- The committee are to review the heating and electric usage as their next project. **SJ** to undertake.
- The Committee needs to consider the pricing of hiring the Hall in light of increasing overheads. VD will look into in the New Year.
- MB will look into getting more efficient heaters in the Committee Room

Next Meeting

Thursday 7th February 2013 8.00pm the Village Hall Committee Room