

# Broughton Gifford Village Hall Management Committee

## Minutes of the Meeting Held on 9<sup>th</sup> January 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) Tony Stanley (TS)

**Apologies:** Elizabeth Freeman (EF) Lucy Key (LK)

### Minutes of last meeting

All okay.

### Committee Members

Hub - SEJ to give AH all necessary documents for scanning on to the Hub. Handed over today SEJ gave to MS for scanning and MS to email to RG.

RG to print off more Hub guides for committee members.

TV to put minutes on the hub - still to do.

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

- **MB** is organising new light diffusers for the main hall lights and new filling - to be done with ceiling tiles.
- **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. **MB** will need cheque to get the tiles at current price- **MB** to liaise with **LK**. Tiles ordered and will be delivered on the 11<sup>th</sup> to be stored on stage until installation - will be fitted in half-term.
- **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.
- Disabled toilet flush handle broken - **MB** to inspect.
- Table legs to be tightened.

### Bookings

- Booking for day of election – agreed as **SD** had checked with council.
- Indoor archery enquiry – wanted hall until March. Approved and **SD** to confirm.

### Christmas Concert

- The 2013 concert figures - just under £80 raised.

### Finance

Report done for end of Dec - **LK** did with **SJ**

Discussion had to possibly look at a savings account.

- 200-Club:

Jan:            **D Bailey £10**  
                      **R Mallabone £10**

### Mouse Racing

**Race sponsors** - **MB** and **RG** to lead on this

**SJ** handed out mouse owner sheets to all present - to be returned for next meeting.

## 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 - SEJ to do tonight with MR and MB
  - COSHH risk assessment with cleaner - SEJ to do. SEJ emailed Gina this evening to check on products used - meeting to be done with Gina tomorrow.

3 monthly checks to be done before committee meeting - RG and SEJ to do before the next meeting.

## Any Other Business

- Cleaner - asked if rate could be reviewed. LK presented a range of proposals with current pay as comparison. LK to check with Gina how many hours she does currently do to ensure that the regular hours rate is appropriate and further discussion at next meeting. This had been checked and it was agreed to go for option 1 - going to £12 an hour for unsocial hours.
- Key for downstairs - SJ is the only keyholder - handed over to VD and he will get 3 more cut.
- 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.
- Mouse racing - MS to speak to Alex about the bar.
- Bar - SD and SEJ have spoken to Alex who has said he does not want to do the bar for the smaller events - min £500 turnover. VD said that he would be willing to occasionally run a bar for small events - VD to liaise with Alex and get permission in writing. The committee agreed to run a bar for bigger events. RG said that we would need permission for each and every event and decision to play it by ear.
- 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

## Next Meeting

Thursday 13<sup>th</sup> Feb at 8pm @ village hall.