

# Broughton Gifford Village Hall Management Committee

## Minutes of the Meeting Held on 08/10/15

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

**Apologies:** Sue Jacobs (SEJ)

### Minutes of last meeting

- All okay

### Regular Users Feedback and bookings:

**Parish Council:** MS fed back that there is no need for message boards.

**WI:** nothing to note

**Short Mat Bowls:** nothing to note

**Piecemakers:** nothing to note

**Gardening Club:** nothing to note

**Friendship Club:** nothing to note

**Bee Keepers:** nothing to note

**Toddler group:** nothing to note

### Maintenance

- Manhole problem has returned - unblocked last week and Gerald has fixed it this week.
- Kitchen leak - RG asked if the overflow can be fed into the sink so that any leaks can be seen - MB to ask Gerald to do this.
- Stain on one tile - MB done and replaced bolts on roof.
- Den has passed away - SJ has put a note ion the village magazine.
- MB has replaced lock on bar external door - all fixed.
- New lights are up outside - one still to be done.
- Taps replaced in the kitchen.

- MB is also replacing the sign that was falling apart.
- Floor covering - VD has looked into a lacquer coating and will look into a price after fireworks.

## Finance

Headlines - not much to note, invoices all paid except for Piecemakers. Chairs paid for, electric supplier changed with a possible saving of up to £300. Accounts done and with Tom Chippendale ready for the AGM.

Payment for chairs done and external decorations is due, funds are still good, but waiting for fireworks.

**200 club - still awaiting a number of collections so draw will have to wait a month.**

## Health & Safety

SEJ - said she has updated the risk assessment.

Checklist -

- No ball games sign is broken - RG to do.

## Fireworks

Date for organisation meeting - Thursday 15<sup>th</sup>

- VD has 2 people to help with BBQ and MS said that he could help with taking money.
- MB said cadets are organised.
- SJ will write to Fire, ambulance and police.
- LK and SJ to put notice in Melksham news
- LK has emailed the fireworks company for an invoice, particularly for the deposit - waiting to hear.
- MB to speak to Dougie about using the Bell
- Fire build up will start 2 weeks before.

## **Any Other Business**

- EF asked if there was anything else needed on the website - SJ suggested new pictures once the decoration is done - SEJ to ask Steve if he would do pictures - awaiting outside decs.
- Hub - MS has scanned documents and to email all to RG - RG to arrange upload to Hub.
- Reviews for the website - LK asked if this can be added to the internet.
- SD said that VD will open a bar for the skittles - it was agreed this was a good idea.
- Christmas concert - 12<sup>th</sup> Dec - all organised and VD will organise bar.
- Mouse racing - need to chase for a date in November - SJ to do.
- VD has spoken to Alex about large party and small Christening that wanted to bring bubbly - all okay. Village band on 19<sup>th</sup> - VD to speak to Alex.

### Next Meeting

**AGM 19th November 2015 at the Village Hall - 7.30pm start**