

Broughton Gifford Village Hall Management Committee

Minutes of the Meeting Held on 14/07/16

Present: Sue Jeffries (SJ), Tom Vincent (TV), Lucy Key (LK), Mike Bailey (MB) Sylvia Davis (SD) Vince Davis (VD) Rob Giles (RG),

Apologies: Mark Sullivan (MS), Sue Jacobs (SEJ), Elizabeth Freeman (EF) Merv Rees (MR) Amy Harland (AH),

Minutes of last meeting

- SJ noted that the discussion in the last minutes concerning soft drinks concluded that squash and similar drinks can be supplied from the kitchen when appropriate.

Regular Users Feedback and bookings:

Parish Council: booked an extra meeting on 27th July

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 – LK communicating with them about invoices and rubbish

Vine embroidery: new group

Wessex Medieval Alliance: nothing to note

Pilates: Nothing to note

Rock and roll: nothing to note

Daybreak: family group due to be an occasional booking.

Bar: SD said another £100 banked from bar (paid in with Tai Chi). VD is managing the stock and it is just ticking over.

Maintenance

- Outside – RG noticed that some branches are touching the roof TV to look at on Monday.
- Gutters – RG noticed gutters need clearing – MB to look at.
- TV to trim down side of the building – done

Finance

Headlines – Insurance paid and licence to Wiltshire Council for alcohol sales. No real issues and 8 invoices raised this week.

200 club –
July 2016

Mrs Jones
Julia Rees
Max Taylor
Jean Alford

Health & Safety

SEJ emailed – has struggled to attend meetings and suggested handing over responsibility of H&S. It was agreed that the committee will take this over and thanked SEJ for all her work. The committee asked SEJ to provide the annual H&S report for the review meeting in October and the committee will take it on from then.

Any Other Business

- Hub – LK and RG to update minutes and finance reports.
- MB said that Martin Cottle has fixed a hole beneath the bar - MB will paint.
- School – There was a mix up with all the bookings for rehearsals and play. LK said she has spoken to the school just to smooth any difficulties and asked them to be clearer with bookings. LK will raise invoice.
- School – LK spoke to headmistress about reciprocal arrangements and she was open to this – eg help with printing/photocopying.
- Christmas party – SJ asked if the date has been set aside. SD to check with Medieval group about 17th.
- Fireworks – RG suggested a torch procession for kids in final year of school to lead up to light the bonfire. LK to speak to Mrs Orchard
- Booking fees - it was felt this should be reviewed in Sept.
- SJ asked if we need to get some new tables as some look a bit tired. To be reviewed when we next meet at the hall.

Next Meeting

Sept 15th - 8pm at Village hall