

Broughton Gifford Village Hall Management Committee

Minutes of the Meeting Held on 14/05/15

Present: Sue Jeffries (SJ) Mike Bailey (MB), Amy Harland (AH), Sylvia Davis (SD) Tom Vincent (TV), Rob Giles (RG), Sue Jacobs (SEJ), Lucy Key (LK), Elizabeth Freeman (EF),

Apologies: Mark Sullivan (MS), Merv Rees (MR), Vince Davis (VD)

Minutes of last meeting

- March 19th booking for hall already passed.
- 200 club should have read 'April' not March
- SJ volunteered to help SEJ

Regular Users Feedback and bookings:

Parish Council: New clerk is looking to get the PC to set regular dates

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: Vince has placed mice bait but no sign as yet.

Toddler group: nothing to note

Maintenance

- Misted glazing - Southern Glass have replaced some windows - 2 more to be completed - ongoing
- Manhole problem has returned - a nappy was discovered in the pipework. MB to look at replacement manhole - to review.
- Cleaning - Gina did a number of extra areas including the play area and the bar. LK said that this has meant some more hours, but her hours will return to normal.

- VD has spoken to Mike Griffiths about replacement unit in the ladies toilet. It was agreed that this needs fixing not least because we are on a water meter. SEJ to put up sign saying out of order.
- Stain on one tile - MB to check for a leak.

Finance

LK presented finance report for April. Headlines - expenditure for refurb of hall and bar so up on normal. Concert occurred, so money spent on bar and here is left over stock. Windows have been done and hedge as well so expenditure for this, but also invoices have been raised. All okay.

Grants - LK and SJ attended the Melksham Area Board meeting on February 11th 2015. We were unlucky only to receive half of the amount we applied for (£1114) due to the council not approving of the money being used for the bar as this was deemed as being a profit making facility.

We were given a contact who has promised to source a number of chairs from those being re-allocated by the council. SJ has been in contact and is waiting to hear if there are sufficient (150) available. SJ said there are chairs available through the council and she will go and have a look before we organise to collect. LK said that if we then don't need the money for the chairs we would have to get approval for another capital expenditure. LK is following up on chairs.

- LK has spoken to individual who can supply chairs, but he did not have answer and she is awaiting an answer to another email.
- To be reviewed in July.

MS said that a number of organisations have said they would like access to a projector so this could possibly be an alternative investment.

Question was raised about painting the outside - MB to do a price.

200 club

March	Mr Fox	£10
	Neil Hooper	£10
	Mr Mallabone	£10
	Val Wilkinson	£10

Health & Safety

SEJ - need to do an updated risk assessment and SEJ volunteered to assist. Date to be arranged.

Checklist -

- Fire extinguisher outside is back in place.
- No ball games sign is broken - RG to do.

SEJ asked about lighting at the top and bottom of the stairs by the left hand side of the stage. RG to remove bulb from light at the bottom of the stairs to prevent confusion. .

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.
- Hub - MS has scanned documents - RG to arrange upload to Hub - still ongoing.
- MB presented a flier for a C&W band that he has seen. Committee agreed it would be a good thing and it is supported by the Rural Arts. MB to follow up.

Next Meeting

June 18th 2015 at the Village Hall