

# Broughton Gifford Village Hall Management Committee

## Minutes of the Meeting Held on 15/09/16

**Present:** Tom Vincent (TV), Lucy Key (LK), Mike Bailey (MB) Sylvia Davis (SD) Vince Davis (VD) Rob Giles (RG), Mark Sullivan (MS) Sue Jacobs (SEJ)

**Apologies:** Elizabeth Freeman (EF) Merv Rees (MR) Amy Harland (AH) Sue Jeffries (SJ)

### Minutes of last meeting

All okay

### Regular Users Feedback and bookings:

**Parish Council:** Nothing to note

**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:** Not paid last 2 invoices and LK has chased and they have said that bank issues should now be sorted out.

**Vine embroidery:** nothing to note

**Wessex Medieval Alliance:** nothing to note

**Pilates:** Second class now on Wednesday morning

**Rock and roll:** nothing to note

**Daybreak:** family group due to be an occasional booking.

**Baby sensory:** Friday mornings Sept through Jan at the moment. Committee agreed to £40 a session.

**Village Plan:** MS said that there will be meetings coming up and they may need the committee room. Committee agreed that it would be fine.

**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 cut back when he can. .
- Gutters – RG noticed gutters need clearing – MB to look at.
- Lights for committee room – RG to sort out.

## **Finance**

Headlines – Insurance has been paid and quarterly Npower bill out. Invoicing has been done so more money due in. LK has sorted out issues with rubbish collection and Licence with the council. Npower have been given VD and SD's number for access for meter reading.

### **200 club –**

August 2016

Nicky Razzell  
Jonny Barden  
Mrs M Coggins  
Mr B Coggins

September 2016

Mrs J Warne  
Jeff Hudson  
Dizzy Way  
Mrs P Bailhatche

New 200 Club collections – Bill Monk is doing the top of the common  
The Street top– Sue Jeffries  
The Street bottom – RG  
Curtis Orch – Vince and Sylvia  
Newlease – MS  
Commom/Street – MB  
Bits and bobs – SEJ

LK to ask AH to send out list to RG so he can adjust the order.

## **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.

Checklist – needs to be done before the AGM. SEJ said that she would get a hard copy of the checklist and carry this out and do a report ready for the AGM.

## **Any Other Business**

- Hub – LK and RG to update minutes and finance reports.
- Village hall bar - £300 been paid in and all going well.
- School – LK has spoken to them and they are going to pay.

- Christmas Carol concert – Dec 10<sup>th</sup> – MB to check with the brass band.
- Booking fees - it was felt this should be reviewed in Sept.
  - Sub meeting needed – RG, LK, SJ and VD to meet. LK provided full list of fees.
  - LK said that Gina's pay has not been reviewed since 2013. RG said that this should be discussed at the sub meeting.
- 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.

### **Fireworks**

- MS said that he would represent the Village Hall and ask permission at the Parish Council. MB to provide insurance docs for some of the stall holders.
- Getting volunteers – Note to be put in the village mag to encourage groups to get people involved. LK to put something on Facebook and speak to SJ.
- Sub committee meeting to go through all the plans – Tuesday 11<sup>th</sup> Oct – 7.30 at the Bell.
- Price has gone up for fireworks- LK to contact Skydazzle re deposit and to ask for insurance details.

### **Next Meeting**

Oct 20<sup>th</sup> - 8pm at Village hall

AGM to be Thursday 17<sup>th</sup> November at Village Hall, 7.30pm