

BECKINGTON MEMORIAL HALL COMMITTEE

Minutes

8th December 2025 at 7pm in the Clifford Suite

1. Present and in Attendance.

Suzanne Chillman (chair), David Norman (treasurer), Stan Wilson, Sara Coffield (secretary), Laura Parry (vice chair), Lu Hughes

Also in attendance

Roz Serle, Helen Turner, David Costello

2. Apologies

Jeanette Hurst, Sandy Usher

3. Minutes from November meeting

The management committee accepted their minutes.

The working committee accepted their minutes.

4. Matters Arising

Flooring the hall

SCh contacted "Flooring the Competition" – no reply but she has another quote from JAB Flooring

SW updated that Heritage are not interested because the surface of the floor has deteriorated.

The committee unanimously agreed to defer for now as there is no money to refurbish the floor at the moment anyway. The committee agreed that the floor is safe enough for now.

Paving in the playground

SCh got a quote from Jason

RS has asked Steve White to give us a quote too

Door Codes

ACTION: DN still to type up procedure

Maintenance

SCh updated that the kettle and toaster in the CS are not PAT-tested so have been put away for now.

Network advert

LP has offered to talk to Mike at Network about designing a general BMH advert.

Kitchen – fire door to carpark

SCh reported that this has now been fixed

5. Financial report.

DN reported that half the heating bill is now paid

We have £21.5k in the bank (minus £5K for the other half of the heaters)

SCh asked DN if LH been set up on the bank account?

DN hopes to have all the steps completed by the new year

200 Club draw

The October, November and December draws were drawn now that membership updates are in.

6. Alcohol requests

7. Maintenance.

The dishwasher is not working well. It is covered in limescale and needs salt. Is it the cleaner's job?

Better instructions are also needed. One volunteer at lunch club understands the machine well.

SCh offered to talk to the lunch club volunteer to see if they can help us write some clearer instructions.

ACTIONS:

SC to contact Sarah

SCh to talk to the volunteer at lunch-club

Heater – CS

There is a new heater switch / timer. We now need instructions on a sign

The filter pulls out of the side – you brush it down and put it back

ACTION:

JH to organise a sign?

SC to send message to hirers

SC to add to maintenance check

8. Events

9. Facebook/ Network. JH

10. AOB.

Chopping Boards

The committee have decided previously that chopping boards are not to be replaced as there are hygiene issues with colour-coding and they constantly go missing.

Labelling projector screens

ACTION: Arrange labels

Window down the side of the stage

A hirer had to rig up a blackout over this window during an event recently and suggested that the committee don't hang a rail and curtains over this window as they would be massively in the way of all the movement backstage and likely damaged by moving scenery etc. Unfortunately, LH confirmed that the curtain is made and the pole is already bought

Wheelchairs in the hall

A disabled sports event was recently held at the hall and SCh queried if this was ok – possibly damaging. The Ts&Cs currently advise that "nothing damaging" should be brought into the hall. DN queried whether this should be elaborated on.

ACTION: SC to police any further bookings like this

Outstanding Payments

ACTION: SC to chase outstanding payments before January meeting

Reps on the committee needed

The committee revisited the need for representatives at the BMH meetings from a number of groups and the parish council

Book Exchange RS

No feedback from the PC yet

11. Next meeting

12th January 2026