

BECKINGTON MEMORIAL HALL COMMITTEE

Monthly meeting – minutes and actions

Date Monday 8 October 2018
8pm Clifford Suite

Attendees David Prince (DP), David Norman (DN), Ian Morris (IM), Roz Seale (RS) Deb Burns (DB), Stan Wilson (SW)) Val New (VN)

Apologies: Hilary Morris, Sian Chapman, Simon Pritchard

Welcome to meeting	Action
1 DP welcomed everyone to the meeting	DP
2. Apologies Hilary, Sian and Simon	
Minutes	ALL
<u>3. Minutes of last meeting</u>	ALL
Section 3 should read DP not DN	
<u>4. Matters arising</u>	
Minutes need to go on website – DN to send IM instructions and IM will action	IM
<u>4.1 200 Club winners</u>	
£40 Gemma Hillman £20 John Ball	
<u>5. Finance report</u>	
Funds are as low as DN would like them to go- we are at just under £10,000. We have not got as big an income this year and so need to put on one or two major events over the next year between Christmas and Easter.	DN
The lack of funds is an issue as we may not have enough money available for any major maintenance work that might rear its head.	
DN still waiting Roz and the other Sian's DOB and details for DN who need to have them to submit the accounts.	
<u>6. Maintenance</u>	
There is sewage backup coming from the main sewer. It has backed up into our soakaway which isn't big enough to cope. We're currently trying to get	

a plan of our drainage system so we can judge whether we need to take any action.

DP proposes that he contacts James Rider (director of Wessex Water) and see if he can look into it.

DP

DB – submitted maintenance report.
DN to reprint signs for heaters

DN

Recycling

There is a general feeling in the committee that the recycling from events at the hall is just going in the general waste. Debs will see if Woolpack has a contact but recycling would double the waste removal costs and so it is thought that the best idea is if whoever is holding the event should be encouraged to take their own recycling home

DB

Signs to be put up asking for recycling to be voluntary taken home from hiring events.

6.1 Inspection rota

IM to email list of inspection rota

IM

6.3 Heaters

The heater has been swapped from main hall to Clifford suite and it has been confirmed it's a location issue not a heater issue because the broken one is working in the main hall. DN to ring up AN heating.

DN

DN has met with AN heating and we will need to replace the heater as we are within five years of statutory rights under the consumer rights act.

6.4 Piano

The new piano does not have casters. A quote to put casters on the piano is £250. The box for the piano needs rebuilding. Whoever rebuilds it needs public liability insurance. DP to e-mail Abi McGuilvray to find out what progress has been made.

DP

John Hancock making the box to be discussed in the future if no other options are available

6.5 Door locks-

DP is meeting the locksmith at midday tomorrow

DP

6.6 Hall floor-

There has been a complaint from the cleaner Sarah about the floor being marked. DP has provided with cleaning solution that will bring the varnish up. Committee feel that it's okay.

7. Grounds and facilities

Goal posts need moving from playground. DN offered to do this with volunteers from the Cricket Club.

The Stage is still up in field- DP to talk to Richard Warmesley regarding getting it down if it needs to be. RS is worried regarding whether our insurance covers any incidences.

Springmead would like to buy an extendable stage for their performances. There is a question over where to store it in the hall. DN feels there is a lot of storage space under the stage which could be opened up. DN thinks it could be useful for other users. Questions arose over who would maintain it, future discussions to be had at a later date.

6.7 Fire Safety

Val raised the issue of hall capacity and to find the maximum occupancy for various events. The current contact in the fire advisory service has gone AWOL.

VAL

SW feels that we should surmise our own figures by sensibly reducing them.

For an example

150 standing

100 dining at tables

DP

SW has drawn up floor plans for fire risk assessment. Copy of floor plan and the last two pages of fire assessment to be put up in both halls.

Fire blanket needs to go in kitchen. Roz Searle has agreed to purchase this.

RS

Fire blanket to be put up by John Hancock

Ongoing. The clock has stopped again. DN to look at this. DP will contact Martin Miller to look at whether he can resolve this.

DP to contact onto Martin Millar to have a look

7 Events and fundraising

To be put on agenda for next ~~meeting~~

8. Cricket club plans

Cricket club are still short of the money to get the plan off the ground.

9. Network copy

RS thinks it would be a good idea if the details of what's on in the hall was put in network.

DB said Rosie would be happy to put up hall events and announcements on Facebook and it was agreed that this could be used for specific situations that are to be agreed and further issues to be ongoing.

AOB and Items for next month's agenda

RS stated that the cupboard number 4 behind the stage was found to be open in between it being used by the WI but there are only two keys DN has one and the WI the other

DN asked if Sarah used the shelf in the cleaner's cupboard to store her equipment?

RS would like to clean up the backstage area. DN feel that the equipment that is there is also being used weekly so some thought would need to be put into how this could be done.

DN Quiz raised the issue of having another quiz and asked when we want it. The general consensus was that it would be best held in the second half of February.

It was asked if we could borrow the fireworks health and safety policy from Norton St. Phillip firework committee for 2019

DN said that is it a requirement that we should be inspecting the playground twice weekly, Simon Pritchard has raised the issue.

Rota and checklist to be discussed at the next meeting.

AGM

29 October 8pm DB to cater

Format should be published in advance but should be the same as last year.

RS cannot make committee meeting

SW is not sure if he can make it but is happy to continue in his current role

NEXT MEETING DATE:

Monday November 12 2018 8pm