

BECKINGTON MEMORIAL HALL COMMITTEE

Monthly meeting – minutes and actions

Date Monday 13 August July 2018
8pm Clifford Suite

Attendees David Prince (DP), David Norman (DN), Ian Morris (IM), Sian Chapman (SC) Stan Wilson (SW) Simon Pritchard (SP)

Apologies: Roz Searle (RS), Hilary Grist (HG), Deb Burns (DB)

Welcome to meeting	Action
1 DP welcomed everyone to the meeting	DP
2. Apologies Debs and Roz and Hilary	
Minutes	ALL
<u>3.Minutes of last meeting</u>	
Accepted	ALL
Minutes circulated ahead of meeting. DN requested updates on outstanding actions.	DP
<u>4. Matters arising</u>	ALL
Stan – two lots of minutes are still missing from the website Minutes required on outstanding actions should have been DP not DN	
4.1 200 Club winners	DN
£40 Mary Phillips £20 Heather Tucker	
<u>5. Finance report</u>	
A copy of the accounts was emailed to the committee ahead of the meeting. General accounts- £3500 gone out for work on hall from John Hancock for general soffits, woodwork and guttering £5000 has been put aside for the remainder of the outstanding outside work which can be postponed if needed Main hall floor is being completed later this month costing £4000 The Glasswasher in the Bar needs replacing- The cost is £720 for a second hand one which includes installation unless there is a problem.	DN/DP

£1000 towards a piano which is being paid later this month
The Music hall have agreed to alter the cupboard that it is stored in so it can be locked but DN thinks we should pay John Hancock to build it so that it complies with insurance requirements.
Can we ask the choir if the person that is building the cupboard has public liability insurance?

Just under £6,600 is available for additional work not listed above
DN is Still waiting for RS and SC's DOB and other details to be registered with the audit.

SP wonders if we could go through the accounts and look at where we could save money

DP wonders if we could form a sub-committee to look at outgoings but SW feels that we know our overheads and it will be of little worth.

DP raised the question of whether the hire costs of the hall are too priced correctly as we are considerably cheaper than other halls in the area.

SP Said that the parish council have formed a panel to look at funding streams but this was without any luck and it didn't get it off the ground.

5.1 Audit

The inspector has signed off on our accounts. The deadline to send the accounts to the charity commission is July 2018 for this year. DN to pursue and resolve. DP to send his report for the last two AGM's to DN.

DN

6. Maintenance

6.1 Inspection rota

DB is rostered next month to carry out the inspection.
The back-bar lights need repairing
Fire inspection – needs to be added to maintenance report
First aid kit – needs to be checked as part of the maintenance check

DB

ALL

6.2 Parquet flooring

This has been booked in for August.

6.3 Heaters

DP 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.

DP

The heater in the Clifford Suite will be exchanged for one that works in the main hall to see if they can get it working.

6.4 Glass washer/Bar

As above- already discussed

7. Grounds and facilities

The decoration of the outside of the building came in under budget at £3000.

DN

7.1 Clock

DP to contact onto Martin Millar to have a look at getting the clock working again.

DP

7.2 Goalposts

ROSPA Have complained about the goal posts being in the playground IM to move them and also continue the search for the sleeves that the posts go in.

IM

7.3 Crockery

DB to put another note up about taking crockery or it will be removed. This is work in progress. ONGOING

DB

7.4 Clifford Suite toilets

DN to put a sign up to stop people putting stuff down the toilets.

DN

ROSPA report:

Shrinking crash pads under playground equipment needs looking at
SP raised the issue of maintenance of playground

DN Asked if Parish council could put some money towards the replacement of the equipment

DP will get John Hancock to look at basic maintenance

DN to look at procuring the bolts required that are missing from the climbing frame.

DN

7.5 Paved and grassed areas

DP TO GET GRASS CUT in play area.

DP

7.6 Sign for Cricket Club

The sign is up and is looking great.

7.6 Piano

We are waiting for the piano order to go in. DB to chase the order. The choir, music hall and the committee are splitting the cost.

DB

8. Grants and Funding

Nothing to report

9 Events and Fundraising

The committee was asked for ideas for events that we could run as fundraisers.

ALL

Music hall will take part end of Nov start of December

9.1 Bonfire Night

The Fireworks display will not go ahead in 2018.
SW feel that next year we should start planning in Jan 19 for next year.
We need to look at what happens if someone hires the hall and holds their own fireworks party.
DN to unbook the hall for the 5th of November

ALL

10. Cricket Club Proposal and legal status of the hall

The Cricket Club need to find a lot of money in advance in legal fees and architects fees before they can go ahead with the proposal. We are waiting for the Cricket Club to say okay to visit a lawyer. We will keep the Parish Council informed.

11. Fire assessment

DP would like to thank SW for the amount of work that he has done on the fire assessment
SW would like an agreement on the assembly point and In principle the committee agree that it should be near or by the cricket club sign. An appropriate sign will be erected- SW

SW

One of the halls fire extinguishers needs replacing

DP

The maximum capacity of hall is at odds with the hiring agreement. It is thought that the Original assessment might have been calculated it when the rules were different DN would like DP to contact his man in the fire brigade to investigate this. SW would like a good layout of the village hall and some further investigation into a estate agent that will do this should be done. Debs to be asked if she can contact someone.

DN is happy to do the plans if an estate agent cannot be found.

DN

License

SW looked at the license and this committee is responsible for the mandatory sale of each drink sold on the premises. SW would like to decide how we designate this responsibility. The hirer has to take responsibility for the sale of alcohol but we need to be reasonably sure we are confident that the people hiring the hall are responsible and the hiring agreement should reflect that the terms and conditions for alcohol sales have been read and understood and signed for.

The terms and conditions of hire need to reflect that the hirer is responsible for the license of alcohol and also for the implementation of the fire assessment.
We need a procedure to satisfy us that the hirer understands their responsibilities as laid out by the management committee.
DN to write the age verification policy.

12. Car park use

It was agreed that Wessex water will not be using the car park during the work being carried out.

13. Network copy

DP to write the copy explaining that the fireworks night will not go ahead and the updates to the hall such as painting/carpet and floor

AOB and Items for next month's Agenda

13. AOB

Paul Mills did not get back to DP regarding pressure washing so probably doesn't want to do it.

Fire checks need to go onto the maintenance check sheet

Could HG add the minutes and maintenance checks sheet to the website

HG

13.1 New members

All to actively ask interested village members to boost numbers. DP to ask for representatives from all groups. DP to chase up the choir about new members.

ALL

NEXT MEETING DATE:

Monday September 10th 2018 8pm