

# BECKINGTON MEMORIAL HALL COMMITTEE

## Monthly meeting – minutes and actions

---

**Date** Monday 9 July 2018  
8pm Clifford Suite

**Attendees** David Prince (DP), David Norman (DN), Hilary Grist (HG), Ian Morris (IM),  
Debs Burns (DB), Roz Searle ((RS), Sian Chapman (SC)Stan Wilson (SW)

Apologies: Simon Pritchard (SP)

Welcome to meeting	Action
1 DP welcomed everyone to the meeting	DP
2. Apologies SP	
Minutes	ALL
<u>3.Minutes of last meeting</u>	ALL
Accepted	
Minutes circulated ahead of meeting. DN requested updates on outstanding actions.	DP
<u>4. Matters arising</u>	ALL
<u>4.1 200 Club winners</u>	
£40 Gemma Hillman £20 Phil Hillman	
<u>5. Finance report</u>	
A copy of the accounts was emailed to the committee ahead of the meeting.	DN
<u>Approx £7,000 is left in reserve funds</u>	
<u>5.1 Audit</u>	
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/DP
<u>6. Maintenance</u>	

### 6.1 Inspection rota

IM is next on the rota to report back via email. 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

IM

### 6.2 Parquet flooring

This has been booked in for August.

DP

### 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

### 6.4 Glass washer/Bar

DN to ask Jestyn to put a notice on the glass washer so that people know how to use it properly.

DN

## 7. Grounds and facilities

7.1 Outside woodwork painting will be approx £4,000 - £4,500. We have agreed to do this this year and to repaint the outside masonry next year.

DP

### 7.1 Clock

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

### 7.2 Goalposts

IM to look into where the goalpost sleeves can be bought and report back.

IM

### 7.3 Crockery

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

DB

### 7.4 Clifford Suite toilets

Sink in kitchen and toilets – are not draining properly. Notices in the toilets to go up to say only toilet paper down the loos, we have had several incidences of blockages after children's parties in the hall. Other products to go in the bins provided.

ALL

We also need a notice in the kitchen to say no to hot fat down the drains. We need to provide tubs with lids so that users of the hall can put fat in these.

Committee members to provide plastic containers with lids.

### 7.5 Paved and grassed areas

The play area is looking good after Wessex Water have pressure washed the playground. Phil from the garage has mended the climbing frame.

ROSPA has done its inspection and we are waiting for the report.

DP

#### 7.6 Sign for Cricket Club

The sign is up and is looking great.

DN

#### 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

DP has asked for a funding meeting and has asked for MW to organise this. MW has sent out a letter to the Tennis Club, Pre School, Cricket Club and the Memorial Hall asking if they would want to act as a collective for fundraising.

DP

### 9 Events and Fundraising

#### 9.1 Bonfire Night

DP has assigned tasks. Davina is happy to help out again this year with her crew and collect wood and light the fireworks. DP has been in touch with George Porch who will provide the drinks and food. He has offered a % of his takings. Double sided posters to be produced by HG asking for helpers and wood collectors. Advertise the date..Springmead to provide the artwork...DP to ask about this and send to HG. DB to organise bucket collectors. We need to consider protection around the bonfire area, water needs to be available to put the fire out. Insurance documents are on the website. SW to assess.

ALL

We need to check if there are any events in the hall in the week so that we have space in the bins.

We need to notify the police and fire brigade 7 days before.

One steward is required for every 100 spectators

Qualified first aider must be on site

DN and DP to check who is first aid trained and report back

DP to check with George Porch re best food to provide

Committee members to be available to clear up the next day.

### 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

<p>SW has agreed to be in charge of fire safety. He has put a first draft together. In our hire agreement with any hirer we need to check that we are asking the hirer to accept our licence. The premises licence needs to be on the website and the terms and conditions. The hirer is responsible for fire safety as part of this licence.</p> <p>We need to have a definitive up to date copy of the premises licence. DN to send a copy out to the committee.</p> <p>Fire report states that:</p> <p>Responsible person must carry out a fire risk assessment – this has been done as a first draft.</p> <p>The responsible person must know the maximum occupancy – we are to ask the local fire brigade to assess this</p> <p>Need to check that the fire alarms and escapes are working</p> <p>The responsible person as the hirer is responsible for ensuring the occupancy rules and the evacuation plan is adhered to.</p> <p>We need to sort out that the hirer terms and conditions.</p> <p>DB to ask Julien from Lewis Grey to put together a floor plan with fire exit points.</p> <p><u>12. Car park use</u></p> <p><u>DN to forward the email to DP. The committee would ideally like Wessex Water to repair the fence. If not, we would ideally be asking for £200 a week. This has not been progressed as Wessex Water have not come back to us.</u></p> <p><u>13. Network copy</u></p> <p><u>No network copy required this month as there is no network published</u></p> <p><u>14. Booking Secretary</u></p> <p><u>Recycling bins have been requested by hall users.</u></p> <p><u>RS to investigate recycling with Somerset Recycling Centre</u></p>	<p>DP/SW</p>
<p><b>AOB and Items for next month's Agenda</b></p>	
<p><u>13. AOB</u></p> <p>DP to offer Paul Milnes the opportunity to pressure wash the paving slabs.</p> <p>Committee minutes to go on the website.</p> <p><u>13.1 New members</u></p>	<p>DP</p> <p>HG</p>

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.	
---	--

13.2 Cupboards

The WI are taking on cupboard number 4.

**NEXT MEETING DATE:**

Monday August 13th 2018 8pm