## BECKINGTON MEMORIAL HALL COMMITTEE

## Monthly meeting – minutes and actions

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| **Date** | | | Monday 12 November 2018  8pm Clifford Suite | |
| **Attendees** |  | David Prince (DP), David Norman (DN), Ian Morris (IM), Roz Seale (RS), Stan Wilson (SW)) Val New (VN), Sian Chapman (SC)  Apologies: Debs Byrne (DB) , Simon Pritchard (SP), Pam Portsmouth-Layton (PPL) |
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| **Welcome to meeting** | **Action** |
| 1 DP welcomed everyone to the meeting  2. Apologies DB | DP |
| **Minutes** | **ALL** |
| **3.Minutes of last meeting**  No amends  **4. Matters arising**  Minutes are now on the website.  **4.1 200 Club winners**  These are to be drawn at the next meeting.  **5. Finance report**  Funds are as low as DN would like them to go. 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.  **6. Maintenance**  The committee requested that details of the cleaner and handyman are put on the website along with key points such as where the stopcock is located and fuse box in case of emergency.  DP did the maintenance report this month. There is only one bolt holding the radiator grills on. John Hancock should be able to fix these.  HG to create the monthly rota and send out before next meeting. Checklist to be discussed and agreed at the next meeting.  Dishwasher isn’t working correctly – DP to call Roundstone Catering in Melksham  Grass cutting  DP to speak to the Parish Council re grass cutting as we are being asked to fill out a grant form for this year. The committee feel that this should be seen as a village amenity and DP will speak to the council.  **6.1 Inspection rota**  HG to email list of inspection rota. Committee to agree that they are available to do this. DN to check with our insurers how often the playground needs to be inspected. The mats underneath the play equipment have shrunk and ideally need replacing.  **6.3 Heaters**  DP has suggested that we bring AN Heating back out to inspect the heater in the Clifford.  **6.4 Piano**  The new piano has had new castors fitted.  **6.5 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**  The goal posts have been moved from the playground by DN and the Cricket Club.  Springmead would like to buy an extendable stage for their performances. We unfortunately don’t feel that we can store it anywhere.  **6.7 Fire Safety**  SW feels that we should amend our own figures quoted on the website by sensibly reducing them.  For an example  The hall can accommodate 200 people standing ( i.e. dance floor/music event); 170 seated (theatre layout ) and 100 dining with tables.  DP and the rest of the committee are extremely grateful to Stan for his huge contribution on the fire safety assessment project a huge amount of work.  We need to finalise these in December.  Roz has purchased a fire blanket, this is to be put up by John Hancock  **7 Events and fundraising**  SC looked into what we could publicise in the Network magazine and Facebook.  A proposal has been put forward for the Cricket Club are looking to create a separate Pavilion it was agreed that we would need to look at the agreement in principle again.  **8. Network copy**  RS thinks it would be a good idea if the details of what’s on in the hall was put in network. RS has put together a table of events and DP is to speak to the editor of Network about putting this in the magazine. This is all subject to the users wanting their information to be public (which SC needs to check.  SC to contact Rosie Byrne to put events on the Facebook page.  **9. Committee dates:**  HG to put together the schedule for committee meetings and AGM email Gary to save the room.  **10. Policies**  There is a requirement to revise our hiring terms and conditions to include the two new documents – the 2018 premises licence and the fire risk assessment. | ALL  IM  DN    DP  DN  DB  IM  DP  DP  SW  RS  DP  SC |
| **AOB and Items for next month’s agenda** |  |
| Rota and checklist to be discussed at the next meeting. |  |

**NEXT MEETING DATE:**

Monday December 10 2018 8pm