

BECKINGTON MEMORIAL HALL COMMITTEE

MINUTES

Monday, 13th January 2020 - 7pm @ The Clifford Suite

1. Welcome

Ian Morris (IM), Debs Byrne (DB), Mike Collins (MC), David Norman (DN) - Treasurer, Stan Wilson (SW), Roz Searle (RS), Pam Portsmouth-Layton (PPL), David Prince (DP) – Chairman, Sara Coffield (SC) - Secretary

2. Apologies for absence

None

3. Minutes of last meeting

December's minutes were accepted by the committee.

4. Finance

- **Monthly Report**

The finance report (since October 2019) was accepted by the committee. The Treasurer (DN) reported that funds are lower than this time last year although the good news is that approx. £3000 from the panto will be deposited mid-February but the fence possibly needs replacing. The Treasurer concluded that we must be careful with what we have and get more bookings.

- **200 Club draw – January**

Heather Tucker (56) has won £40

Gemma Hillman (130) has won £20

Results to be submitted into "Network"

5. Grounds, Facilities and Maintenance

- **Fixing cupboards behind stage**

The Chairman has spoken to John Hancock who is aiming to put the locks on when he does the parquet flooring, and needs to book half a day.

Committee to book half a day for JH

- **Broadband installation**

The Treasurer has emailed Vodaphone but no reply as yet. The Cricket Club have a grant to pay for first 6 months @ £20odd per month. Total cost includes £100 installation.

DN to chase Vodaphone.

- **Waste disposal issues**

DP reported no response from waste company on bottlebank idea. The committee agreed that we need to sort out an affordable and secure recycling system.

PPL is liaising with JW Waste and DP will contact Hills?

- **Clifford Suite Heater**

The heater is still not working.

DN to get a quote from AN Heating. Further quotes are also requested from committee members to get the best price.

- **Monthly Hall Inspection**

SW did this on 13th January and emailed the committee although Microsoft emails are bouncing back. No real problems:

Emergency exit doors (both halls) clear and opened correctly

Main Hall heaters all working correctly. Operating instructions placed above lighting switch panel and an additional set of instructions attached to one of the heaters.

All lights working EXCEPT the forward strip light in the bar area which does not light (note : emergency light tested ok)

Kitchen dishwasher detergent requires filling/replacing

Bar glass washer requires additive to be refilled

Referee changing room light does not work

Changing room – Away team – cluttered and appears to be used for storage.

Emergency Lighting:

All emergency lighting units in both halls ok EXCEPT the centre light of the three between the bar and the kitchen FAILED to light and is not showing green charging light.

DP to contact Sarah Martin about dishwasher detergent and salt, and bar glass washer additive?

- **Perimeter fence repairs**

The perimeter fence is tilted towards the road but quoted £20,000 to replace all. John Hancock unfortunately not qualified for such a big job. Fence protects road.

Should we just replace the last panel for now? DN replied "I don't think we can, as it's not constructed in panels, the wire netting sections run the entire length of the fence.

Can we get help from council grants? Is there a Highways issue? Could we have sponsorship ads on fencing to pay for it? DN replied "yes, if someone puts the effort in to find sponsors, and we need planning permission to do so (if we want the ads up for more than a month).

Could we use cheaper substantial nylon netting but installation possibly costly? DN replied "most of the cost is the structural parts, but this is available (and could be raised and lowered so it's only up for cricket matches).

MC to research options (talk to Jackson fencing?)

- **Monthly inspection**

Rota needed for 2020: whole committee except DN as out of range.

Master tick list that Sian prepared to be emailed to Booking Secretary to sort.

- **Heater instructions**

SW found these on the notice board in hall lobby and has put one over the lighting panel and the other on the other heater. Is one needed on every heater?

- **Chubb extinguisher recommendations**

SW reported that this is a yearly issue requiring replacement of "condemned" extinguishers (out of date). We are on the "Gold 4" plan - details of this sent to SW and DN. Should we exit from the Gold Club? SW needs to sign proforma if accepting recommendations although we are so far unable to relate to the recommendations and should ask for a (free) site visit to build relations and gain clarity.

SW to sort. Research other independent suppliers?

6. Grants, Fundraising and Hall Events

- **Grants and funding**

DP is requesting to meet with Local council. Pam has been focussing on more specific projects like solar panels.

PPL to continue research. Is there a Wish List for PPL?

DP to meet with council

- **The Mikado**

The Mikado had been double-booked with a birthday party on 1st Feb! DP has spoken to the White Horse Opera and they've been very understanding. There is great goodwill to keep the show going on and we've sold 48 tickets (6 on line).

St George's church is available and the wardens are happy to accommodate but it has no kitchen or toilets, possibly uncomfortable pews and no heating?

Possible solutions:

Heating – can we take our heaters and heat overnight? Bring coats and blankets!

Pews - can we get a van and take our chairs?

Loos – can we use the school's loos?

Bar – does the church have a license? Can the attendees bring their own? Can we serve tea and coffee if we take the urn and cups?

Marketing – contact the attendees, Network (deadline 20th Jan), update website and social media, tickets sold at Mes Amis and Foresters - money box required? Let Clive and Denise know at Foresters. Promote in phone-box in Rudge and on the Rode Facebook group.

INITIALLY: DP to contact Su Coats and Judith (church wardens) about fundamental requirements.

PPL to sort money boxes for woolpack and Mes Amis.

PPL to rejig poster and reprint.

DB to send names of attendees to committee to retrieve phone numbers from booking system.

7. Hall Administration

- **Booking Secretary**

*Request for alcohol permission at 70th birthday party. **Permission granted by the committee.***

Sara Coffield from Graceful Solutions took over booking secretary duties on 27th December 2019. VOIP installed. Contract handed to DN for scrutiny and signing.

DN to communicate key issues and sign contract.

- **New committee members**

None. Members needed?

- **Archive of previous minutes**

DN has them since being on the committee.

DP to ring Lisa.

- **Emergency number for immediate hall issues?**

What do other village halls do? Should SC leave a message with number for emergencies on the ansaphone message out of hours? On-site instructions?

DB to ask Gary for main issues.

- **Website function/mobile friendly to discuss**

*Yes – **DN to provide costs.***

- **Committee meetings bookings for next year**

Feedback from Chris Were – service-user booked a bar and then brought own alcohol too so no money was made. Create a sign for the hall? It was agreed that the user does not have permission to bring their own alcohol on site unless we give it, which we will not do when there is a bar provided.

DN to update T&C's and let Chris know that he should re-enforce this when he speaks to users who book a bar.

*Committee meetings need to be booked 2021 –
DN or SC to do this*

8. Network

*DB got an email from “fireworks Peter” - no change. Hanging onto fireworks. Awaiting instruction.
200 club winners to be submitted.*

News to be submitted by 20th January

9. AOB

- Main hall sound system: booking on 18th Jan – is there a music system, keys and plastic cups?

SC to email reply

- MC suggests money-raising events should be on the website

Next meeting: Monday 11th February @ 7pm – Clifford Suite