

BECKINGTON MEMORIAL HALL COMMITTEE

MINUTES

Monday, 10th February 2020 - 7pm @ The Clifford Suite

1. Welcome

Mike Collins (MC), David Norman (DN) - Treasurer, Stan Wilson (SW), Roz Searle (RS), Pam Portsouth-Layton (PPL), David Prince (DP) – Chairman, Sara Coffield (SC) - Secretary

2. Apologies for absence

Ian Morris (IM), Debs Byrne (DB)

3. Minutes of last meeting

January's minutes were accepted by the committee.

4. Finance

- **Monthly Report**

The finance report was accepted by the committee. The Treasurer (DN) reported that January is a good month for income although the Clifford Suite heater is still unresolved and the insurance is coming up. SW reported that there are a number of payments outstanding (£600-odd) on the website and a list is needed to sort this out.

DN to create list

- **200 Club draw – February**

40.00 - Number 24 - Judith Burton

20.00 - Number 59 - Rosemary Ball

5. Grounds, Facilities and Maintenance

- **Fixing cupboards behind stage and parquet flooring**

DP has spoken to John Hancock and it seems to be really difficult to book two consecutive days. DN suggested booking way ahead.

DP to talk to JH and look at booking patterns

- **Broadband installation**

No progress.

DN to chase Vodaphone again

- **Cupboards**

MC relayed that the choir would be grateful for a cupboard. DN thinks that cupboard no 1 is free or the camera club only use half a cupboard.

DN to sort cupboard with MC

- **Waste disposal issues**

Andy Coleman has left Hills and DP is now liaising with Heidi. A glass bin has been suggested – 100kg @ £5 per lift with 2 keys delivered by driver. DP has the agreement. Should it go in the kitchen or outside? Is it lockable? What if non-glass waste is put in it? PPL has also been talking to JW Waste which seem to be a similar price.

PPL to contact JW Waste or DP to fill out Hills agreement

- **Clifford Suite Heater**

AN Heating have given us a quote - CVO Fire: £2100 or Vulcana Kestrel: £1700 (+VAT) and £500-600 to fit. Both 9.5KW. Committee agreed on the cheaper one.

DN to research model and book installation date.

- Monthly Hall Inspection**
 DP relayed that Sara Martin has agreed to keep an eye on dish and glasswasher materials and replenish when required. DN has received a “chemical data sheet” from suppliers and wonders where to keep it. It was also queried whether we should install a child lock on the cupboard in bar and kitchen.
MC to sort out sheet and locks
SC to email the rota out again
- Use of Equipment in the Hall**
 Some of the equipment in the hall is not for public use. Eg. The stage lights and the screen although RS commented that we should be able to provide a projector and screen. Is it covered by the hall insurance or the hirer’s insurance? Do we need to put up notices? SW commented that the Camera Club equipment (screen) is off-limits. Stage lights could be hired out for extra cost. Needs to be clear on the Ts&Cs. MC suggested extra charge for stage. PPL queried maintenance costs of lights etc.
DN to update website
Camera Club and panto to put notices on their equipment
- Request for alcohol permission**
 Wedding party 2023: permission granted.
SC to contact hirers.
- Perimeter fence repairs**
 MC has done extensive research and will type up a report. Accounts need to be up-to-date with charity commission. DN suggested talking to Cricket Club. High winds over the weekend have made it worse. Cricket season not far away. Should it be removed or reinforced? Fencing expert required.
MC to contact Mark Brass in Rudge (fencer), liaise with DN on accounts and continue research for funds.
- Chubb extinguisher recommendations**
 Chubb have identified the old extinguishers – main hall on the right when leaving and Clifford Suite kitchen – 09 manufactured. Over 10 years old. All the others are dated 2019. Cost of replacement is £162 inc Chubb cert. Committee agreed to go ahead.
SW to sort agreement

6. Grants, Fundraising and Hall Events

- Grants and funding**
 Panto AGM on 20th February.
MC to feedback
- The Mikado**
 The Mikado was a roaring success! PPL handed figures to the committee. DP congratulated the committee on a first-class event. RS proposed another one with two nights this time and asked if DN could set up a facility for selling tickets through the website?
DP to write to the church wardens
DP to thank Barbara and Mes Amis
DB to donate £100 to the church
DN to research on-line payment
- Fireworks – 2020**
 The hall is now provisionally booked on 7th November. SW has emailed Frome Town Council to find out when they are having theirs in the hope that it’s the same date to stop overcrowding. SW has also emailed Mendip SAG to ask if we need to reapply and attend a SAG hearing.
SC to also book 6th Nov? Although this is when the Camera Club are booked in.
DB to check availability of “Fireworks Peter” on this date to make sure that the insurance

with First Galaxy is confirmed and in place. Contact George Portschi. Confirm with WI.

7. Hall Administration

- **Booking Secretary**

SC is very happy with the role. DN happy with SC's contract although the address of the hall was queried as it's Gary's address on Google. Does the hall have an address? DP thinks it's no. 18.

SC to amend address and bring two copies for signing at the next meeting

- **Insurance**

The insurers of the play area have sent a questionnaire.

DP to fill in questionnaire

Charity Commission insurance.

DN to contact Ian

- **Hirer Money**

Only the Lunch Club money is going to Gary now.

8. Network

DB to update on Mikado, hall telephone number, locking system and 200 Club Draw

9. AOB

- **Deliveries**

SW has agreed to take over deliveries

- **Instructions for hall users**

DN has requested that someone would take them, add all the missing information, lay them out properly and create a User Folder.

PPL to sort User Folder?

- **Frome Band offering**

Frome Band have offered their services to the public. The committee concluded a poster on the board would work.

DP to email Frome Band

- **Wedding 2023**

A wedding party booking is proposed on a Monday-Wednesday. The committee agreed same price as weekend. Clifford Suite is not big enough.

SC to contact Hirer.

- **Tree in playground**

DB is talking to a tree surgeon

- **Bank mandate**

DN to update bank details

- **Police Crime Commissioner Elections**

DP to complete form

- **Changing room**

How do Hirers access changing room keys?

The changing rooms need some TLC

Next meeting: Monday 9th March @ 7pm – Clifford Suite