

BECKINGTON MEMORIAL HALL COMMITTEE

MINUTES

Monday, 9th March 2020 - 7pm @ The Clifford Suite

1. **Welcome:** 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, Ian Morris (IM), Debs Byrne (DB); **Warm welcome to:** Hannah Drury (HD) - Springmead, Floor Holmes (FH) - Beckington Players.

2. **Apologies for absence**

None

3. **Minutes of last meeting**

• **Acceptance of minutes**

February's minutes were approved with a few minor corrections by DN. It was queried whether the minutes are being received electronically by all of the committee members. DN suggested possible trouble with Microsoft emails and offered to set up Beckington Memorial Hall email address.

Action: Committee to contact DN for new BMH email address if required.

4. **Finance**

• **Monthly Report**

DN presented the February financial report: Over £10k available funds and Beckington Players money due, although over £4k has recently been withdrawn for bills including the Clifford suite heating and PRS (£500).

The insurance also needs to be renewed, but this is already covered in the committed expenditure and the restoration of the play area could also cost approx. £75-80,000; the rubber has shrunk and needs to be replaced initially, costing an estimate of £28,000.

DB reported that she did the last check in February and noted that the climbing rope is worn through to steel cable; and queried whether the insurers will pay to replace the matting.

MC queried whether the village can help with costs. DP has tried to get council involved. IM queried how other villages replace these things and whether the committee members are personally responsible legally. DP stated that the committee has no official capacity; RoSPA is the official body.

DN assured the group that the BMH holds Trustees Indemnity Insurance and Personal Injury Insurance, and that the RoSPA report is on the "docs" area of website.

The insurers have stated that every issue raised in the RoSPA report, no matter how minor or how low risk, must be rectified. It was agreed that this is unfeasible and contrary to the statements made in the RoSPA report about actioning issues raised in their report.

DN to reply to insurers to highlight the statements made by RoSPA in their report, and to state exactly how we handle risks of each level. Committee to create a tick sheet for maintenance check and inspect monthly. Put the costs to the village. Organise two people to do maintenance check, if possible.

• **Beckington Players Finance**

FH handed the financial reports for Beckington Players to DN

• **Bank mandates**

DN presented a new bank mandate and passed it round for the relevant members to sign.

• **Cheque for MDC - lottery license (£20)**

DP signed this off.

• **Contract with Chubbs**

DN has been informed by Chubb that the BMH is unable to change the address on its invoices unless it

commits for another 2 years. Despite this, the committee decided to stay with Chubb as only £56 per year and household name. SW produced latest Chubb certificate.

DN to scan and upload to website

- **Accounts**

DN advised that the role of the Booking Secretary is more demanding than predicted so costing lot more than expected.

DN and DP to liaise with SC about role and budget.

- **200 Club Draw**

The committee picked February's numbers out of the bag. February's winners are: 3 - Chris Rose and 96 - Steve Jenkins

DB to send winners to Network

- **Unpaid debts**

DN has calculated that the BMH has £1300 in unpaid invoices since 5/1/19. A "buy code online" system was suggested and also a security deposit. DP concluded to contact debtors and review the current system.

Committee to share load by identifying debtors they know and inform DN that they shall be contacting them. HD to research other halls' systems

5. Grounds, Facilities and Maintenance

- **Floor draughts -pilates complaint**

DP has investigated the situation and concluded that the hirers need to bring their own draft excluders. DN also noted that we can't block fire exits.

DP to reply to pilates instructor

- **New ladder for Clifford loft**

DP informed the group that John Hancock has looked at this and it is being worked on.

- **Fence quotes and action needed**

DP referred to a quote that he's received from Jason Macey:

"Take down 40m of existing metal fence where it has fallen over at bottom of the playing field (will require a skip also) - estimated to take about 2-3 days with 2 men @£160.00 per day per man but will charge accordingly = £640.00-£1000.00; One off payment of £195.00 to be paid for skip hire." The committee agreed to go ahead with the work.

Actions: DP to contact Jason Macey and ask John Hancock to price the fence between high post and carpark.

- **Consideration of next fund-raising event**

DN suggested a quiz with food.

- **Microphones and Christopher Massey, Beresfords request**

It was queried whether lapel mics possible? The committee agreed not.

DN to reply to CM

- **Key boxes**

The keys for mics, amp and lighting were presented to the committee. It was decided that the piano key needs to be added. Gary has further keys which need sorting out, including the Changing Room key which needs to go in the key box in the Clifford Suite.

DP to put keys in the new key box in the main hall. DP to contact Gary and sort keys.

- **Glass bin**

The committee were informed that the glass bin has now been delivered, and that Hills have confirmed that if waste other than glass is deposited, BMH will be charged. DP is still waiting for the keys for red bin

DP to chase keys for red bin.

- **Mikado payments**

PPL informed the committee that the church have been paid. DP thanked PPL and team for raising £505.75. Very good reviews.

- **Fixing cupboards behind stage**

RS informed the group that this has been done, and that the WI say thank you.

- **Broadband installation**

DN reported no progress, and asked for suggestions? Plusnet and John Lewis were suggested.

DN to look at Plusnet and John Lewis.

- **Clifford Suite Heater**

DN reported that the heater is now paid for, and booked in to be installed on 30th March.

- **Monthly Hall Inspection**

DB reported that the February check was all fine except that the Clifford Suite carpet is looking scruffy. DN suggested replacing after the cricket season

6. Hiring & Hirers

- **Feedback from Booking Secretary**

SC reported that things were running smoothly.

- **Requests for Alcohol Permission**

None

7. Grants, Fundraising and Hall Events

- **Panto**

FH reported that the Beckington Players have booked the main hall on 27th June to paint the stage floor, and asked if it is ok to use oil-paint and make some slight amendments? The committee agreed and suggested booking Sunday 28th June as well to allow it to dry.

SC to book extra day for BP.

- **Grants and funding**

MC informed the group that the 75th anniversary of VE Day was on 8th May.

Committee to email suggestions

- **Fireworks 2020 SW**

SW reported that he's contacted Frome Town Council but they're still deciding on a date. "Firework Peter" is available on 7th November although Galaxy insurance confirmation is still required; and Mendip District Council (licensing and environmental) have received one response ref SAG so assuming no re-admission required.

SW to chase FTC

- **Conditions of hire out to teenagers**

After a second troublesome situation with an unforeseen teenage party, the committee agreed to reject all teenage party bookings for 6 months and then review.

DN handed out a "costs to hirer" that he'd compiled which illustrated the damage done and totalled almost £700. The committee concluded to not charge for the time given by committee members and so the hirer will be charged £392.

It was also queried whether BMH should ask hirers to provide a security deposit in future, and how can we improve the booking system to make sure events are paid in total. There has also been another teenage party request in July, which the committee agreed to reject.

SC to forward any suspicious bookings to committee. SC to reject July booking with explanation.

DP to contact mother and CC to headmaster of her school

- **Hall Prices and Charges**

DN presented the current hall charges to the committee and suggested adding an item, intentional breach of t&cs - £500, which was agreed. The committee were also asked to feedback any other addendums to DN.

Committee to look at current hall charges and contact DN with any changes.

8. Major Projects

None.

9. Hall Administration

- **Booking Secretary – contracts**

SC and DN are still to sign contracts.

SC to email DN the Data Processing Contract for review.

- **New committee members**

The committee would particularly like someone to represent First School and the church.

- **Network**

DB to insert: welcome new committee members, lottery draw, panto funds.

10. AOB

- **Charity Commission Return - July**

IM to sort out

- *Key box – too small. It was suggested that the cricket club could buy a bigger box.*

Resolution TBD by the cricket club.

- **Access to keys for piano etc**

DP clarified that the authorised users of the piano are the choir and Beckington Players; others by permission. HD requested that Springmead school be added. The committee agreed as long as children are not permitted to play with it.

- **Stage equipment and lighting**

It was decided that hirers need to request the use of these things, separately from bookings, especially the amp and mic etc. These are not automatically provided with booking although under “plays and music” on the website it does specify that the room comes complete with sound and lighting.

DN to update website - available on request

- **Lighting**

FH requested permission for the Beckington Players to change the stage lights to LED etc. The committee agreed that the Players do not need to save their own money for new equipment by keeping money back from their profits each year, but just need to tell the committee what they need and when; and as long as there are funds for it, it should be agreed unless the hall has greater priorities at the time.

Beckington Players to request changes with committee.

- **Hire kitchen**

A hirer has requested to hire the kitchen on its own - the committee agreed not.

SC to contact hirer

- **Charity rate**

A hirer has queried whether there is a charity rate? The committee agreed the standard rate is the charity rate.

SC to contact hirer

- **Chemical data sheet and child-proof lock**

MC reported that he has completed the form and emailed it to DN, who reported that copies are to be kept on the “docs” area on website; and that door locks are on order.

Next meeting: Tuesday 7th April @7pm