

# BECKINGTON MEMORIAL HALL COMMITTEE

## Minutes

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Date: 14<sup>th</sup> March 2022 – Clifford Suite

### Management Committee

#### 1. Present

Mike Collins (Vice Chair), Sara Coffield (Secretary), David Norman (Treasurer), Stan Wilson

#### Also in Attendance

Roz Serle, Jeanette Hurst, David Costello

#### 2. Apologies

David Prince (Chair)

#### 3. Minutes of 14<sup>th</sup> Feb. Meeting

MC reviewed the actions on the Feb minutes with the committee.

The committee accepted the minutes.

#### 4. Matters Arising.

Bar permissions SC

Laura Pearce

3 Linsvale Drive, Frome, BA11 2BP

3<sup>rd</sup> June 3pm to midnight

#### 40<sup>th</sup> birthday

A party for my 40<sup>th</sup>. Around 40 people will be attending. I will be having alcohol but no bar, and a hog roast. My sister (Michele Wilson) lives in Beckington.

The committee agreed to allow alcohol at this event.

Sat 11<sup>th</sup> June 12-midnight

#### 30th Birthday party

Party with family and friends and live music

Ruby Lowrey, 11 Chantry Gardens, Southwick, nr Trowbridge

The committee agreed to allow alcohol at this event.

10<sup>th</sup> June

#### RBL Jubilee party

Barry Davies, 3 The Lays, Beckington

SW relayed that Barry Davies phoned him prior to the meeting to explain that his objective is to facilitate a Platinum Jubilee village activity so requests that the Hall might consider waiving the fee. It was suggested that Barry comes along to the next meeting and the committee agreed this was a good idea.

**ACTION: SC/SW to invite Barry to the next meeting.**

MC reported that Jo Casey has informed him of an application for road closure during the Jubilee.

1<sup>st</sup> October

#### Surprise 40<sup>th</sup> Birthday

Kate Ricks, 18 Sandy Lane

The committee requested more details.

**ACTION: SC to ask for more details**

**5. Finance Report DN.**

DN reported that things are picking up and we made a profit last month.

**Covid Grant Update**

DN applied for further grants and received £2667 from Mendip for the hall, but nothing for the field.

**Insurance**

DN reported that the insurance costs approx. £2000 per year

The committee agreed on a 5-year deal to get a discount.

**ACTION: DN to renew the insurance.**

**Fixed Electrical Circuits**

DN reported that the fixed electrical circuits need doing, and that Martin Miller did it last time.

**ACTION: SW to contact Martin Miller**

**Charity Report**

DN informed the committee that the Charity Commission Report was late but now submitted.

**6. AOB.**

**Website report DN.**

DN reported that the changes are now live on the website including an option to book the bar and access/use the website on a mobile.

**Status of Field DN**

DN discussed the issue of Hirers being able to book the field on the website, but as it is a public field the public have access at all times.

**ACTION: DN to add terms to Ts&Cs**

**ACRE Update SW**

SW emailed the latest guidelines to the committee prior to the meeting and concluded that none of the special conditions apply. The committee agreed.

**ACTION: SW to put up the ACRE notice in the hall.**

**7. Next meeting Monday April 11<sup>th</sup>**

## Working Committee.

### 1. Present

Mike Collins (Vice Chair), Sara Coffield (Secretary), David Norman (Treasurer), Roz Serle, Jeanette Hurst, Stan Wilson, David Costello

### 2. Apologies

David Prince (Chair), Floor Holmes, Hannah Drury

### 3. Minutes of 14<sup>th</sup> Feb. Meeting

MC reviewed the actions on the Feb minutes with the committee.

The committee accepted the minutes.

### 4. Matters Arising.

#### Report back on cameras DC DN

DN has been trialling his internal camera in the Clifford Suite but the images are too dark from certain angles.

DC reported that the external camera option may send too many updates for it to be a feasible option but will continue to research in time for WiFi installation in June.

**ACTION: DN and DC to continue researching internal and external camera options.**

### 5. Maintenance.

#### March Inspection DC.

DC inspected the halls this month and reported that:

There is a light tube missing in the bar area.

**ACTION: DC to replace tube**

The microwave is possibly not working in the Clifford Suite kitchen.

**ACTION: Committee member to double-check this, and dispose of if needed.**

The door locks are broken in some of the Clifford Suite WCs.

**ACTION: DC to fix door locks**

The main bar is a mess. All the units are filthy. DC queried the necessity of the under counter fridge, which DN suggested might belong to the cricket club.

**ACTIONS:**

**RS to clean the bar area.**

**DN to ask the CC about the fridge.**

The heaters have been unreliable at times. DN reported that there's a part on one of them in the main hall which needs replacing and he is dealing with it.

**ACTION: DN to update the notices with "turn the heaters and (water)taps off" and ask Justin to have a look at all the heaters.**

The drinks fridge in the bar is sat on a piece of wood on top of two beer barrels to get it to a good height but the piece of wood is too long and is stopping the bar door opening properly.

**ACTION: DC to shorten it to stop the door being obstructed. DN to check with CC first.**

There are a lot of weeds outside.

Weed-killer was discussed but this needs a license and a more ecologically-sound solution is preferable.

#### Filing Maintenance Reports

It was queried how to file the maintenance reports and for how long, for the play area. SC offered to file them in the cloud for now.

**ACTION:**

**DP and DC to give SC the maintenance reports for Jan and Feb for filing.**

**DN to ask insurer**

#### Table numbers DN.

DN reported that he has replaced the number on the tables in the Clifford Suite but needs to finish the ones in the main hall.

**ACTION: DN to replace the missing numbers on the tables in the main hall and compile a list of the numbers.**

#### Fire door opener DC.

DC reported that he had a look and agrees with DN that the fire door opener needs replacing but it is not insecure. He is researching model numbers.

**ACTION: DC to replace fire door opener.**

### **Tree work SW.**

SW reported that the arborists will be executing the maintenance agreed by the committee on 17<sup>th</sup> March.

### **Bar / Hall Painting FH.**

FH was not in attendance

MC queried the storage of left-over paint.

**ACTION: MC to talk to FC**

### **Play Area**

DN has designed a maintenance sheet for the play area and gave RS a copy for the April maintenance check.

### **Freezer**

MC clarified that the freezer is not being used to store food which satisfied JH's concern on last month's maintenance check.

## **6. Grants, Funding.**

### **Panto FH.**

FH was not in attendance

### **Grass cutting JH.**

JH reported that she was able to connect with Carolyn Wiggins (Parish Clerk) who put the matter on the agenda (8<sup>th</sup> March). CW then sent JH a grant form to fill in (inc 3 quotes) and will put it on the agenda again in April.

**ACTION: JH to fill in grant form and send to CW.**

## **7. Events.**

### **Fireworks DC.**

DC reported that he is happy to take over with SW's plans and facilitate a village family affair with kids' lantern parade, music, food, drink and a 15min firework display. The event will be from approx. 5-9pm with the fireworks on at 7.30pm on either 5<sup>th</sup>/6<sup>th</sup> Nov (hall booked). Gemma Hillman and Davina King are willing to help. Funds will be raised for the hall with buckets, bar, food and merch.

**ACTION: DC to get bid into Mendip ASAP.**

## **5. Projects.**

### **Boundary fence DC**

DC reported that he is happy to begin with mending the wire netting.

**ACTION: DC to mend the wire netting.**

## **6. Network/ Facebook JH/HD**

**ACTION: JH to compose a spring update and also send key points to HD for the FB page with a link to the Network article.**

## **7. AOB.**

### **Defibrillator / Cigarette Boxes DC DN.**

The committee continued to discuss the option of an internal (£600) or external (£2000) defibrillator. JH reported that she has created fully informative notices with the location of the defibrillators and code. SW suggested that we put the £1000 donation received recently towards a defibrillator on-site. JH and DN informed the committee of grants available from the British Heart Foundation and

[www.londonhearts.org](http://www.londonhearts.org)

**ACTIONS:**

**DC to bring conclusive info to next meeting**

**JH to research funding**

**DC to replace cigarette boxes**

**DN to find out if the cost of a defibrillator is cheaper through cricket club**

### **Key box for sound system DN.**

DN reported that there are key boxes in the Clifford Suite hall and one on the stage in the main hall. The website now has the possibility to include booking the sound system, and optionally charge for it.

**ACTION: Discuss at next meeting**

### **Ukrainian refugees**

MC reported that DP has been talking to Jeremy Gilmer who asked if the hall is pro-active in helping Ukrainian refugees? MC suggested that the Hall waives fees for any support needed. The committee agreed that Hall is totally supportive of any efforts by the residents of Beckington relating to the Ukrainian crises and is willing to waive any fees of a reasonable nature but emphasises that the Hirers have priority. MC reported that Jeremy has an embryonic plan and is hooking up with a charity called "Sanctuary".

**ACTIONS:**

**DN to edit wording**

**DP to ask Jeremy to give his group a name**

### **Screen**

RS reported that the WI are buying a free-standing screen and are willing to share with other Hirers.

**ACTION: SC to contact Clare Hogg with news of this for their AGM on Thursday 17<sup>th</sup> March.**

### **Buttons to exit**

**ACTION: DC to fix covers over buttons**

### **Notice board for next door**

DC reported that a large notice board costs £100 and queried if we can just move one from the Clifford Suite as it has three?

**ACTION: DC to see if he can move a noticeboard without too much damage to the walls**

## **11. Next meeting: Monday April 11th**