

BECKINGTON MEMORIAL HALL COMMITTEE

Minutes

Date: 12th September 2022 – 7pm
Clifford Suite

Management Committee.

1. Present and In Attendance

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

Also in Attendance

Jeanette Hurst, Roz Serle, Suzanne and Robin Chillman, Hannah Drury, Floor Holmes

Apologies

David Costello

1. Minutes of August 8th meeting.

The minutes were accepted by the committee.

2. Matters arising

3. Finance report. DN

DN reported that August income is always low but September is picking up. AN Heating have done an annual gas safety check - £550. £28,000 in the account

The 200 Club was drawn

4. AOB.

Inventory check

SW circulated an email to the committee prior to the meeting:

“Along with Jeannette, Suzanne and Roz, we checked the place settings inventory in the two kitchens.

As expected, the passage of five years since the last check has seen some reductions in the items but overall we think it is in good shape but haven't checked how these latest numbers compare with what we claim is available to hirers on the website.

The most pressing action is to buy some cutlery forks: at the last count there were 117 but there are only 37 now. Similarly teaspoons, there are only 37/82 last time.

There is only one electric kettle (there should be two) and another 3 litre electric kettle is needed.

Also, the large electric water urn has been removed. Do we know by whom and when? As it happens another urn, albeit smaller, has appeared in the bar area. For the time being we moved this one to the main kitchen for use as a replacement.”

ACTIONS:

Restore place settings for 100 people in the main hall

Restore place settings for 40 people in the Clifford Suite

1 more electric kettle for the main hall

1 extra 3L urn for the main hall

RS to research costs. Sue C Recommended Nisbets

RS also reported that the microwave in the main hall doesn't work but the fuse hasn't been checked.

ACTION: RC to check the fuse and take microwave to the dump if not working.

Temporary sign

Friends of Beckington School have requested to put up a temporary sign on the fence in the front of the hall to advertise their scarecrow trail.

The committee agreed to this request.

ACTION: SC to contact FBS.

Broadband

ACTION: DN to contact Voneus and cancel contract

5. Next meeting

10th Oct. AGM 24th October.

The Chairman hoped the present Committee would stand for re-election at the coming AGM

ACTION: DP/FH to contact Laura Parry

Working Committee.

1. Present and In Attendance

David Prince (chairman), Sara Coffield (secretary), Stan Wilson, Mike Collins (vice chairman), David Norman (Treasurer), Jeanette Hurst, Roz Serle, Suzanne and Robin Chillman, Hannah Drury, Floor Holmes

Apologies

David Costello

2. Maintenance.

JH did the maintenance report this month.

It was agreed that DC would probably be happy to take on some odd jobs.

HD googled accident books and "public interest lawyers" suggest that we only need an accident book if we have 10 or more "employees".

Sue C has someone coming to have a look at the playground mat etc

ACTIONS:

JH to give DC the maintenance report

DN to ask Wiltshire Cricket about health and safety rules

DP to ask Sarah about responsibility for filling water softener and dishwasher liquid containers

Get a new doormat at the front door for the Clifford Suite or put carpet tiles under the existing one.

DP to contact Mike Curtis – carpark weeds

RC to talk to David about the guttering

DN to tighten up the footholds in the play area

SC to inform the committee who's doing the September report

DN to check footholds on climbing frame

DC to contact recommended defibrillator manufacturer

3. Events.

Fireworks update.

DP has informed Peter that we don't want the fireworks anymore so he's going to try and sell them on.

Safari supper - Gemma Hillman.

Gemma Hillman has asked how the committee would feel about her doing a fundraising 'Safari Supper' in the spring? It would probably be a joint fundraising event between the Village hall and the nursery.

RS and JH offered to help.

ACTION: DC to contact Gemma Hillman

4. Facebook/Network

JH reported on the items to be included in this month's Network:

Volunteers for the play area sub-committee

New Chairperson

Hall events on Facebook

AGM @ 7pm

5. AOB

Piano protocol.

MC has produced a piano protocol:

"The electric piano is locked in a cabinet to the rear of the Hall. There exists three keys for the cabinet, currently held by Beckington village choir, Beckington players and the Chairman of the committee of the Hall. The piano is the property of three parties. The choir, the players and the Hall, and is not available for use by hirers. In certain circumstances, subject to the agreement of all three parties, and subject to a proven level of competence and a good reason for a request hirers may have use of the piano. Any damage to the piano could lead to a repair bill being presented to the user."

DN corrected that the piano is owned by the Hall with the Choir and Beckington Players as contributing donors.

ACTION: MC to edit the protocol.

Screen.

RS has sourced a pull-down screen for the main hall, and the committee agreed to buying it.

ACTION: RS to order screen and be reimbursed by the hall.

Clock

ACTION: DN to buy new clock

General / Bar Inventory

RS suggested a regular inventory check and deep clean – every 6-12 months

ACTION: DP to add this to Sarah's email – and cleaning the first aid kits

Bar and breakfasts at the hall

The committee discussed the possibility of running a regular bar and breakfasts at the hall. Nothing concluded yet.

6. Next meeting.

10th Oct. AGM on 25th Oct.