

# BECKINGTON MEMORIAL HALL COMMITTEE

## Minutes

10<sup>th</sup> October @ 7pm in the Clifford Suite

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### Management Committee.

#### 1. Present and In Attendance.

David Prince (Chair), Sara Coffield (Secretary), David Norman (Treasurer), Mike Collins (Vice Chair), Hannah Drury

#### Also in Attendance

Jeanette Hurst, David Costello, Laura Parry, Suzanne Chillman

#### 2. Apologies.

Floor Holmes

#### Minutes 12<sup>th</sup> September meeting.

#### 3. Matters Arising

##### Inventory additions RS

RS reported that she has ordered knives, forks, teaspoons and a 3.5L kettle. It has been unanimously decided not to order an extra urn and microwave.

##### ACTIONS:

RS to put the new cutlery in the Main Hall, and move old stuff to Clifford Suite.

RS to provide an updated inventory of cutlery in each hall.

DN to update inventory on website.

#### 4. Financial report. 200 Club draw for October. Collection of subs for 22/23. Deposits.

Year ending September 2022: DN reported that it does not make sense to compare the figures with last year due to Covid Lockdown. Over £2000 in bookings this month. £400 profit from the £200 club from 2020-21 and 2021-22 transferred to the main account. Expenditure not excessive. 20-21 accounts are late being examined and sent to the Charity Commission.

##### ACTIONS:

DN to get the 2020-21 accounts examined and then the Charity Commission submission done.

FH to provide the 2021-22 Beckington Players Accounts in a form that can be examined.

DP reported that collection of the new year 200 Club subs has been triggered – DP, SW and Steve are doing it. DN informed DP that new members need to fill in a form.

##### Deposits DN

DN asked the committee if hirers should be given their 50% deposit back if they cancel. The Ts&Cs say no currently. It was unanimously voted to stick to the Ts&Cs but use discretion.

No 200-club draw this month as the subs haven't been received yet.

#### 5. AGM format.

DP reminded the committee that the AGM is on 24<sup>th</sup> October and that there will be elections.

DP called for any proposals. RS gave her apologies for absence at the AGM but is willing to stay on the working committee. No proposals for the new chair came forward. DN agreed to stay on as Treasurer. SC agreed to stay on as Secretary. RS, JH and DC agreed to stay on the working committee and DP clarified the management committee: DP, DN, SC, SW, MC, HD & FH.

## 6. AOB.

### The BMH Sign

SC reported that the writing on the big sign near the main hall doors is rubbing out and needs refreshing. The committee discussed possible solutions. DN suggested asking Gary Peters as he is a Graphic Artist.

**ACTION: DC to research solutions**

## 7. Next meeting.

AGM 24/10. Monday Nov 14<sup>th</sup>.

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## Working Committee.

### 1. Present and In Attendance.

David Prince (Chair), Sara Coffield (Secretary), David Norman (Treasurer), Mike Collins (Vice Chair), Hannah Drury, Jeanette Hurst, David Costello, Laura Parry, Suzanne Chillman

#### Apologies

Floor Holmes

### 2. Minutes 12<sup>th</sup> Sept.

#### Matters Arising.

#### Maintenance

##### September report DC Doormat Clifford.

DC did the maintenance report this month. Small issues generally and grubby backstage. MC queried main light tube not working in the main hall.

#### ACTION:

DC to do attend to the small maintenance jobs.

MC offered to do the October maintenance check.

#### Decorating the CS kitchen and MH bar

The committee discussed the possibility of improving the Clifford Suite kitchen but nothing was resolved.

**ACTION: DP to talk to FH about the main hall bar (kitchen?)**

### 3. Events.

#### Fireworks repayment DC.

#### ACTION:

DC to chase repayment

SC to cancel the fireworks event booking

#### Beckington Players production FH

MC informed the committee that Dick Whittington is on at the hall from 1-3<sup>rd</sup> December. Tickets will be on sale at the hall this weekend.

#### Safari Supper DC

DC informed the committee that this is happening in Feb-March 2023 and will be self-organising; a fundraiser for the pre-school and hall.

#### Any other events planned?

Other possible events at the hall were discussed:

Breakfast Club

Mulled wine and minced pies

HD to lead carols in the hall

**ACTION: RS to organise mince pies and mulled wine in the hall**

**4. Facebook/ Network. JH/HD**

HD has created a Facebook event for the AGM and wants to encourage more engagement on the BMH Facebook page.

**ACTIONS:**

**DN to add social media links to website**

**HD and SC to encourage hirers to share photos of “good times at the hall” to create more engagement on the FB page.**

**5. AOB.**

**Defibrillator DC**

DC is ready to go with this and will contact DN about the invoice.

DN confirmed installing the defibrillator near the fire-doors nearest kitchen in the Main Hall.

**ACTION: DC to organise electrician, Martin Miller and training date.**

**Play Area HD/SC**

HD reported that the playground subgroup will be having their first meeting on Tuesday 1<sup>st</sup> November possibly at the Woolpack. SCh has consulted with an expert from Chippenham who has advised that the rubber mat needs replacing. There are two options: fill-in over the top with recycled tyre mulch - £11,000 or pull up and relay new rubber matting - £15,000. The former option could erupt. There is also a “small funds lottery” (£10,000 and under) which is very simple to apply for.

**ACTION: SCh to forward info to the committee by email.**

**Screen for Hall RS**

RS reported (by email) that she has ordered the screen from Amazon and is just waiting for it to be delivered. DC is going to fit the screen.

**ACTION: DC to fit the screen**

**Mat in the Clifford Suite foyer**

JH reported that the mat in the Clifford Suite needs replacing as one of the ladies in her card-making group is disabled and has trouble with it being dipped. DN stated that it can be easier to use the doors that lead onto the field for users with limited mobility.

**ACTION: DC to check if something can be put under the mat to raise it.**

**6. Next meeting:**

14/11