

# BECKINGTON MEMORIAL HALL COMMITTEE

## Minutes

12<sup>th</sup> December @ 6pm in the Clifford Suite

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**1. Present and In Attendance:**

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

**2. Apologies.**

Hannah Drury, David Costello, Laura Parry, Suzanne Chillman

**3. Minutes from November meeting.**

**Matters Arising:**

**Inventory Updates**

Crockery and seated numbers were raised, and it was decided to roll this over into until January.

**ACTION: Add to January agenda - RS**

**Hills Waste (bottles)**

MC has organised a fortnightly collection, and it was unanimously agreed to leave the bottle bank in the carpark near the other bins.

**Painting the bar**

**ACTION: Add to the January agenda - MC**

**Chubb**

SW has received a certificate from Chubb to say all of the fire extinguishers are satisfactory

**Heating follow-up email**

DN reported that AN Heating are checking the heaters and hot water in the new year.

**ACTION: DN to update the booking follow-up email with instructions on heaters.**

**PAT Testing**

SW reported that PAT testing and alarm service is being done in January 2023.

**4. Financial report. 200 Club draw for December.**

DN has been very busy so no invoices have been paid out in November. He is in the process of getting the accounts for 2020-21 and 2021-22 ready for external examination before being submitted to the Charity Commission. Income is back to the normal for November.

**200 Club**

The 200 Club results were drawn.

**5. Alcohol requests**

None

**6. AOB.**

**Defibrillator**

DC sent out an update prior to the meeting and the defibrillator is now fixed to the wall on the right as you walk towards the Clifford Suite door. Very simple to use with clear instructions in the case.

**ACTION: JH to print a sign with the access code, to go on the noticeboards in both halls.**

**Broadband**

DN reported that “Systemagic” are not working with smaller organisations now and they recommend “Everything IT” in Bath.

**ACTION: DN to get a quote from “Everything IT”.**

#### **Maintenance**

DN suggested compiling a folder of things for committee members and users.

**ACTION: DN to provide the information. JH and LP to put folders together.**

#### **7. Next meeting.**

9<sup>th</sup> January 2023