

BECKINGTON MEMORIAL HALL COMMITTEE

Minutes

11th March at 7pm in the Clifford Suite

1. Present and in Attendance

Mike Collins (chair), Sara Coffield (secretary), Stan Wilson, Laura Parry, David Norman (treasurer), Suzanne Chillman

2. Also in attendance

Roz Serle, Emma Milton & Nicky Harding (pre-school), Robin Chillman (wifi), David Costello

3. Apologies

Jeanette Hurst

4. Minutes from February meeting

The minutes were unanimously accepted by the management committee.

Matters Arising

Grass-cutting

ACTION: MC to contact MB at the cricket club

Gigaclear

SW updated that the government voucher runs out in one month but Gigaclear says it's not a problem.

Associate Administrator

The committee unanimously agreed that SC can sub-contract EM from OVAS to cover sickness and holidays out of term time.

ACTIONS: SC to train EM; DN to provide username and password

5. Financial report

DN reported that things are looking pretty normal for this time of the year.

200 Club draw

Gift Aid

EM specialises in finance and informed the committee that the tax implications sit with the donors. The BMH just needs to be able to identify donors and submit to HMRC. As a community building we are also eligible for the small claims donations scheme. Claiming Gift Aid just requires us to set up an HMRC account (charities and Gift Aid claim), download the template and input the name, address and amount (sites such as Just Giving collate this info); multiple donations from one donor need to be combined; no tax return or accounts need to be submitted to the HMRC. Payment can be requested at any time. SCh offered to take the lead and the committee unanimously agreed.

ACTION: Playground Working Party (SCh) to set up account with HMRC on behalf of the BMH

6. Alcohol requests

7. Wifi

RC attended the meeting to present a short-term wifi solution to bridge the gap until Gigaclear can install the wifi, proposing an ethernet router in the main hall – drill hole and fix an antenna on the outside wall (EM has a spare one) and connect through the wall into the router; needs plugging into a 13A socket and there is one near the kitchen in the main hall. Put the router high up on the wall. EM has the same 4G router and is using it in the CS for pre-school – signal looking good. EE is apparently better than Vodafone as the antenna is in Rudge. Buy a sim card - £31 per month (EE) for unlimited data. Try buying one off the shelf initially to

try out. Router is £70 + cabling. Maybe we could buy another antenna later on. The curtain will cover the adaptor. Enough data for 32 devices. The committee unanimously agreed to RC buying the router and a sim card, and giving DN the receipt for reimbursement.

ACTION: RC to buy a router and sim card, and install. Send receipts to DN.

8. AOB

Booking confirmation emails not working SC

A number of hirers have reported not receiving confirmation emails. DN reported that the company who run the server have made some tweaks which might hopefully sort the issue.

9. Next meeting

8th April

Working Committee.

1. Present and in Attendance

Mike Collins (chair), Sara Coffield (secretary), Stan Wilson, Laura Parry, David Norman (treasurer), Suzanne Chillman, Roz Serle, Emma Milton & Nicky Harding (pre-school), Robin Chillman (wifi), David Costello

2. Apologies

Jeanette Hurst

3. Minutes from February meeting.

The minutes were unanimously accepted by the working committee.

Matters Arising

Heaters & Floodlights

Water is getting into the base of the floodlights which is shortening the electrical supply to them. As the heaters are on the same circuit, they can also stop working. Martin has removed the floodlights from the circuit so that the heaters now work, and he now needs a quote for repairing the floodlights.

ACTION: MC to get a quote from Martin

Goalposts

MC updated that he's had a chat with FS who offered to pay the installation costs but we're still not sure what size goalpost to install and where. DN suggested putting the full-size goalpost back up at Easter and price up a new net. The committee unanimously agreed.

ACTION: DN and others to erect the old goal post during the Easter holidays

Hand-rail in CS loos

ACTION: Next agenda

4. Maintenance.

Speakers/sound-system

ACTION: next agenda

Maintenance Check SCh

SCh was unable to get to the playground in time but reported:

Fan in the disabled loo making a terrible noise

3 lights outside not working

Dripping tap in the bar sink

Cupboards behind the stage – unlocked and filled with wine

ACTION: DC/RC to help with maintenance jobs

5. **Events**
6. **Playground fundraising sub-committee update JH**
7. **Facebook/ Network. JH/HD**

ACTION: Sch/SC to report 200 Club numbers etc

8. **AOB**

Insurance

DN reported that the hall is insured for the committee but not third-party hirers and requested permission to ask RICS to provide a rebuild valuation of the hall for insurance purposes (cost £75). The committee unanimously agreed.

ACTION: DN to update insurance

Card machine for payments

RS requested to buy a Revolut card reader for taking payments at the fundraisers. The committee unanimously agreed.

ACTION: RS to go ahead and buy a card reader

Master list of activities in the hall

ACTION: Next agenda

Help for the Easter trail fundraiser (Saturday 30th)

RS requested help especially making/buying small cakes.

9. **Next meeting**

8th April