

Buckland Brewer Village Hall Committee

Minutes of the meeting held on 22 February 2017

Present: Trevor Mills(Chair), David Watson, Steve Harding, Kevin Lobb, Dawn Dziurzynski, Barbara Babb, George Tilley, Shirley Tilley, Tom Lloyd, Lucy Dignam, Richard Watson.

1. Apologies: Alex Dziurzynski, Roger Walter, Sally Nicholls.

The Chair welcomed Lucy, the new representative for the pre-school, to the meeting.

2. Minutes of the last meeting

The minutes of the meeting held on 10 January 2017 were agreed as a correct record.

3. Matters arising not otherwise on the agenda:

None.

4. Correspondence:

Dawn forwarded a copy of a letter that had been sent by the school to the secretary, but which had not been received. The school confirmed that they required a six feet high fence around the school perimeter. They requested the possibility of using part of the carpark for staff parking to alleviate congestion at the front of the school. They wish to explore any possibility for them to use the hall. They offered to be involved at the opening ceremony. It was agreed that the secretary should send a holding letter while investigations were made into legal and planning issues.

5. Treasurer's Report:

The Treasurer had provided a summary of the latest financial position. On the village hall account all rental invoices except one have been paid. We have paid the electricity to EON, and the electric circuit testing is nearly complete. The insurance for the new hall has been paid. On the new village hall account we have received the Pre-school donation of £5,000, paid for a cooker hood and paid Pearce for the sixth contract payment of £67,115.

Current balances stand at £19,748.24 for the village hall and £37,726.66 for the New Village Hall Fund.

6. New Community Hall:

The committee were given a familiarisation tour of the building.

Discussion took place as to the name for the new hall. Three possible names were considered with Buckland Brewer Hall finding most favour. The address of the hall will be:

Buckland Brewer Hall
Hillpark
Buckland Brewer
Bideford
EX39 5HY

The hall has been completed, but late requirements of the building inspector mean that extra costs will be incurred for a surfaced disabled parking space and access. The carpark has also been top-dressed to provide a clean surface. The inspector has stipulated that emergency evacuation procedures should refer to the fact that disabled persons will need assistance to climb the steps by the rear fire exit. The external kitchen door must also be

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unlocked when the hall is in use. Having this door and the main door unlocked may present a problem for the pre-school and could need the locks to be changed.

Pearce have asked that a satisfaction survey be completed by the contact officers. The secretary asked if there were any particular comments that the committee would like referenced, but the general consensus was that they had completed the work to a high standard. Pearce had provided a number of manuals regarding the building. The secretary made reference to the floor cleaning in particular and the possible need for mechanical cleaning. Further investigation is to be made about possible rubber marks on the hall floor.

We need to apply for a licence for the hall. The licence activities and periods for the old hall were reviewed. It was agreed that for the new hall we should extend the film period for the whole year and that the start time should be brought forward to 9am to accommodate possible future use by the school.

The application for the landfill tax grant has been made and Cllr. Hicks has signed the form to enable the grant claim to Torridge District Council to be made.

Discussion took place on how the grant should be spent. It was agreed that we should acquire 20 new tables and 100 banqueting chairs, together with trolleys. Samples of crockery and cutlery had been provided and these were inspected as to the most suitable. It was agreed that Olympia was the better quality and we should buy 108 each of 7oz cup and saucer, 7" and 10" narrow rim plates and oatmeal bowls. Buckingham was the preferred cutlery and that 108 table knives, forks and spoons should be purchased. There will be other equipment to be purchased and it was agreed that a working group of Dawn, Barbara, Steve and Trevor be established to look at the fitting out requirements and also to look at procedures and documentation to run the hall.

The Parish Council have agreed to share in the cost of providing a fence although it is likely to be chain link. We will also need to look at other fencing, particularly of the heat exchange units an adjacent to the path, and at landscaping. This will depend upon funding available from the sale of the old hall.

The Auctioneer has reported considerable interest in the hall, with several viewings having already taken place and two booked for the coming Saturday. He does not see the need for any special arrangements for the auction other than the provision of tables and chairs.

7. Any other business:

The Big Brunch will be the last organised function in the old hall on Sunday 26 February. Set-up will take place at 4pm on the Saturday after the viewings. The Brunch will run from 11am until 2pm on the Sunday will helpers needed from 10am. Charges will be £6.50 with £5 for primary school aged children and discretion applying as to no or a nominal charge for younger children.

8. Date of next meeting: Wednesday 22 March 2017 in the old hall.

The meeting closed at 10.42 p.m.

Signed..... Date.....