

Buckland Brewer Hall Committee

Minutes of the meeting held on 23 May 2018

Present: Steve Harding, Kevin Lobb, Trevor Mills, David Watson, Shirley Tilley, Marie Douglas, Dawn Dziurzynski, Lucy Dignam, Richard Watson.

1. Apologies: Roger Walter, Barbara Babb, Tom Lloyd, Sam Harding.
2. Minutes of the last meeting

The minutes of the meeting held on 25 April 2018 were agreed as a correct record.

3. Matters arising not otherwise on the agenda:
None.

4. Correspondence:

The Building Regulations Certificate for the heating, hot water and photovoltaic cells has now been received.

5. Treasurer's Report:

The Treasurer provided a summary of the latest financial position. On the hall account, we have received hire fees and interest on our Treasury deposit. We have paid the electricity to EON, the water and cleaning bills. The final payment to Gates of £360 has been paid.

Current balances stand at £101,623.71 for the hall account and £2,855.18 for the fundraising account.

6. Finance Sub-committee Report

The sub-committee had looked at the possible position for next financial year. We are losing the pre-school, although this will be partly offset by more school usage. We also need to consider maintenance contracts for the alarms and heating systems and for the sewage pumps. We also need to think about creating reserves towards future decoration and other maintenance. In view of this the subcommittee felt that the hire charges should be increased to reflect this. It was also pointed out that in the past heating had been an extra charge to users but was now included in the hire charge. The committee considered the recommendations of the sub-committee and following discussion agreed the following charges from the 1 September 2018:

Meeting & non-fund raising events

by hall represented organisations	£10.00 per session
-----------------------------------	--------------------

Buckland Brewer parish non-represented groups	£13.00 per session
---	--------------------

Regular weekly functions by non-represented organisations (minimum of 6 weeks in succession)	£11.00 per hour
---	-----------------

Fund raising by represented organisations or Buckland Brewer parish non-represented groups	£16.00 per session
---	--------------------

Private parties/funerals	£33.00 per session
--------------------------	--------------------

Chairman's Initials

Set up (if required)	£ 5.00 per hour
Local Commercial sales (min 2 hrs)	£13.00 per hour
Outside Commercial sales (min 3 hrs)	£15.00 per hour
Operation of a bar - Represented groups	£30.00 per event
Non-represented groups	£50.00 per event
Kitchen - use of urn/oven/dishwasher (food preparation) Including all represented organisations	£ 15.00 per event
Elections	£135.00 per day
Projector facilities	£5.00
HDMI/VGA convertor adaptor	£20.00 returnable deposit

Per session = morning, afternoon, evening. **No more than 3 hours**

For private functions, payment required with booking form

Equipment for hire

Folding tables	£5.00 each	}	
Folding chairs	£1.00 each	}	£20
Cutlery	£5.00	}	deposit
Crockery	50p per item - capped at £30.00	}	required
Table cloths	£1.00 each	}	
P.A. system	£20.00 per day	}	£50.00 deposit + Hirer to arrange own insurance

Breakages will be charged @ replacement cost

7. Fundraising & future events:

The Cider Stroll is set for 3 June with a barbeque afterwards. Shirley will run a raffle. Other arrangements were confirmed.

The Bloater Town band have been booked for either 8 or 15 September for a Ceilidh at a cost of £300. The Xmas Market will be on 1 December but we will be looking at running a joint event with FOBBS and sharing the profits. A Big Brunch will be run in February.

Beaford Arts is running a promotional event in October that Dawn will attend. We have not received a response from Big Al and Dave will follow this up. The possibility of holding a quiz with fish & chip supper in October is being investigated.

8. Any other business:

The Badminton Club is starting in June. It was proposed by Shirley, seconded by Dave and approved unanimously that they become a represented organisation. The pre-school moving date may be later because of work in the school. The school may request to site a skip on the car park associated with the works taking place. This was not received favourably because of safety and control concerns and coinciding with the Fete. A verbal request had been received from the Mobile Library to park on the car park so that the school could use it. This was considered acceptable subject to receiving an official request and that accepting our terms and conditions. Trevor reported that work on the fence would start in early June.

9. Date of next meeting: 7.30pm on 27 June 2018.

The meeting closed at 9.46 p.m.

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