

## **Buckland Brewer Village Hall Committee**

Minutes of the meeting held on 28 June 2017

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

1. Apologies: Shirley Tilley, Marie Douglas, Jenny Warrington.

2. Minutes of the last meeting

The minutes of the meeting held on 24 May 2017 were agreed as a correct record.

3. Matters arising not otherwise on the agenda:

The Secretary reported that the insects had now largely died out.

4. Correspondence:

Sally Nichols had not attended a meeting since the AGM, so because of our Attendance Policy, the Secretary had contacted her about this. Sally responded that her work commitments made attendance very difficult and tendered her resignation from the committee. A letter had been received from the President of the WI regarding the Millennium Map that used to hang in the old hall. The committee reaffirmed its intention to hang it in the new hall. The Secretary would pass this back to the WI and would arrange to have the map re-hung. The Secretary reported a letter from the Pre-school stating that they would be closing as a committee at the end of term and would re-open under the governance of the Flying Start Federation Buckland Brewer Primary School in September. Dawn read out a further letter from the school that she had been handed that afternoon. The school set out its position regarding the transfer and requested that the committee consider a reduction in rent whilst the numbers attending the preschool were low. The Secretary was requested to send a holding reply until the committee had set its charges from September. The Secretary was also asked to write to the Pre-school, thanking them for their support over the years.

5. Treasurer's Report:

The Treasurer had provided a summary of the latest financial position. On the hall account the March/April bill have been paid except one. The Fete contribution had been received along with another ad hoc rental. The FIT application was in progress. Payments had been made for electricity and cleaning materials. On the new hall account a deposit had been paid for the dishwasher. It was agreed that the new account should keep a balance to pay the final retention payment next year.

Current balances stand at £110,421.06 for the village hall and £6,376.97 for the New Village Hall Fund.

6. New Community Hall:

Trevor reported that had received a quote from the cleaning company. However they were fully committed and could not take on the work. They also provided further information on suggested floor cleaners if we needed to purchase one. Dawn agreed to seek quotations from other cleaners, the work being done on a self-employed basis.

KJR will not order or install the dishwasher until all of the plumbing and electrical work has been done. He has suggested that he meet on-site with the plumber and electrician to agree what was needed and its position.

Chairman's Initials .....

A quote had been received to install a hearing loop system and to provide and install a new projector, connections and speakers to up-to-date standards. The merits of the proposal were discussed and it was proposed by Steve, seconded by Dave and agreed unanimously that all of the quoted items be agreed. The Steve also reported that he would apply for grant funding to assist with the acquisition. Steve reported that he had contacted Airband regarding the provision of broadband. The current system that they have requires upgrading and they will not be able to consider this until later in the year.

Trevor has purchased the eyebolts and fixings to allow decorations to be hung at a total cost of £55. He is trying to ascertain the required height that they need to be before they are installed. It was also agreed that we purchase a large clock for the hall. Kevin said that he might be able to obtain one free of charge.

7. Fundraising and Future Events:

The Cider Stroll was cancelled because of the forecast weather conditions. It was agreed to re-arrange for the afternoon of 10 September. The route will need to be checked because of different crop conditions. The Grumpy Old Men will play on July. There will be a ploughman's supper and a bar. Dave had previously provided the quote from the Liberty Sisters. It was agreed to hold a High Tea on 15 October starting at 3pm with them as the entertainment. It was agreed that we also have a Christmas Market on 2 December. Most of the stalls would be in the hall but the use of the outside space would also be made.

8. Any other business:

Trevor suggested that we obtain four battery operated acoustic door hold-open units. This would allow fire doors to be safely wedged open as they automatically close when the fire alarm sounds. The cost would be around £400 and it was agreed to purchase these. During the recent hot weather the sunshine had made the floor in front of the large window too hot to be on. The Secretary will look into the cost of an electric blind. It was reported that lights are being left on. Representatives were asked to remind groups of the need to switch off all lights and that they may be charged if they do not do so. It was agreed that we purchase another cutlery tray to hold the new cutlery. Dave is to chase the acquisition of a two-drawer filing cabinet.

9. Date of next meeting: Wednesday 26 July 2017.

The meeting closed at 10.12 p.m.

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