

Buckland Brewer Hall Committee

Minutes of the meeting held on 28 November 2018

Present: Roger Walter, Trevor Mills, David Watson, Steve Harding, Kevin Lobb, Barry Noakes, Dawn Dziurzynski, Barbara Babb, Marie Douglas, Shirley Tilley, Tom Lloyd, Robin Davies, Richard Watson.

1. Election of Chair

That Roger Walter be elected chair for the year was proposed by Marie, seconded by Kevin and agreed.

2. Apologies: Lucy Dignam.

3. Minutes of the last meeting

The minutes of the meeting held on 24 October 2018 were agreed as a correct record.

4. Matters arising not otherwise on the agenda:

None.

5. Appointments:

The following nominations were made and agreed unopposed.

<u>Position</u>	<u>Name</u>	<u>Proposed</u>	<u>Seconded</u>
Vice Chair	Trevor Mills	Roger Walter	David Watson
Treasurer	Kevin Lobb	Roger Walter	David Watson
Secretary	Steve Harding	Roger Walter	David Watson
Bookings Secretary	Dawn Dziurzynski	Roger Walter	David Watson

6. Correspondence:

The Secretary reported that he had received a letter, via Devon Communities, from Widecombe regarding their Fundraising for a new hall. This included crowdfunding, which is something that we could consider in future. It was also suggested that we could look at the postcode lottery. Dawn found a letter in the hall from Appledore choir. She will hold as a possible idea for a future event.

7. Treasurer's Report:

The Treasurer had provided a summary of the latest financial position. On the village hall account, some of last year's rental invoices are still outstanding and the representatives agreed to chase these. The first bills for this year have been issued. We have paid the electricity to EON, cleaning, grass cutting and spraying and fire extinguisher maintenance. The payments for entry and fire alarm repairs and fly eradication. On the fundraising account we have paid for an advert in the Torrington Crier for the Xmas market and bar costs for the fish and chip quiz.

Current balances stand at £104,212.08 for the village hall account and £4,014.20 for the fundraising account.

8. Fundraising & future events:

The Xmas market on 1 December has bookings for 35 stalls. We will be running the barbeque, mulled wine, soup and raffle. The school will be running their own stalls in the

Chairman's Initials

playground. Other requirements and duties were confirmed. Setting up will take place on the Friday afternoon from 5pm and from 8am on the Saturday morning, with the market operating from 11 until 3.

9. Minute from Parish Council:

At the last Parish Council meeting an update on the hall had been given and various aspects discussed. Roger reported that the wording of the minute had caused some misunderstanding amongst residents. It was confirmed that minutes should be published on the website and Steve would arrange for these to be sent to the webmaster. The accounts as presented to the earlier AGM would be sent to the Council so that the insurance contribution can be paid. Other work was already in hand, but needed the benefit of a full years accounts before it could be finalised. It was agreed that Roger and Steve would draft a response for Marie to report back to the Council.

10. Any other business:

Quotes have been received for the cutting of the grass around the hall. It was agreed to accept that of Matt Fry @ £14.50 per cut. The electrician will be coming on 17 December to replace the window motor, fit the defibrillator, install an outside socket, repair various lights and the hot cabinet and to look at how an extractor fan might be installed in the kitchen. It was agreed to ask him to arrange the PAT testing of appliances.

The landscaping of the area next to the path has been completed except for the bulb planting. Tom was asked if he could provide some woodchip mulch when available. The fencing is almost complete. We are awaiting Andrew Hewitt to make a piece for the gate. The heat exchanger still needs to be fenced off. Steve has looked at the options for blinds for the fire exit in the hall. Some options cannot be fitted because of the handles, some are very expensive, so it was agreed to fit two roller blind at a cost of around £100. With more locks now being fitted it was suggested that it would be better to install a key cabinet in the plant room at a cost of £10 rather than have more keys cut and this was agreed. Steve has been made aware of some surplus office furniture and is trying to obtain a filing cabinet and cupboard.

Having had the benefit of a year's accounts it is clear that some maintenance agreements are required. Enquiries have been made and contracts for the entry and fire alarms, heating and sewage pumps would be around £60, £130, £75, and £300, all plus vat. It was agreed that these should be taken out.

The school had arranged to use the previous hall for a safe refuge in case of fire. It was agreed that this could continue for the new hall. A recent fire drill identified that the school was evacuated but the key left behind. As a backstop should this happen for real it was requested that could some hall keyholders volunteer to make themselves available to open the hall in case of such an emergency. Several of the committee agreed to be available.

It was agreed to store the two Village Scene marquees in the container as they were used mainly for the hall and the fete. It was suggested that we could hold another open day to enable groups to canvass for more members and seek wider views on requirements for the extension to the hall.

11. Date of next meeting:

The arrangements for future meetings was discussed. It was felt beneficial to return to meeting on the third Wednesday of the month. This would allow the publishing deadlines for the Village Scene to be met and would also allow the Young Farmers to use the hall on

the fourth Wednesday. It was realised that this would clash with the History Group meetings, but by returning to bi-monthly meetings would allow the freedom to attend every other month. Steve would publish the calendar of meetings for the year.

Next meeting 16 January 2019.

Future meetings 20 March 2019

15 May 2019

17 July 2019

18 September 2019

20 November 2019 and AGM.

The meeting closed at 9.50 p.m.

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