

Buckland Brewer Hall Committee

Minutes of the meeting held on 18 September 2019

Present: Roger Walter, Kevin Lobb, Steve Harding, Dawn Dziurzynski, Robin Davies, Trevor Mills, Barbara Babb, Richard Watson.

1. **Apologies:** Barry Noakes, Dave Watson.

2. **Minutes of the last meeting**

The minutes of the meeting held on 17 July 2019 were agreed, subject to 20 March being amended to 20 May.

3. **Correspondence:**

A letter had been received from Nicki Wolfe and Will Slocombe requesting to use the hall car park in connection with a planned 10k run to raise money for North Devon Hospice. The committee agreed to allow this providing no other important requirement for the use of the hall occurred. It was also suggested that they approach the parish council to use part of the amenity field as additional parking.

4. **Treasurer's Report:**

The treasurer presented the latest report and provisional end of year figures. Current balances stand at £104,802.64 for the village hall account and £4,809.91 for the fundraising account.

Kevin requested the club trustees to pay any outstanding hire fees by 1 October.

In order to meet Charity Commission guidance and the independent examiners requirements the Chair will need to write a report and the full report and financial statements will need to be approved by the committee before the AGM.

5. **Fund Raising:**

Dawn reported that she has not been able to obtain a reply from the Fleetwood Mac tribute band. The next event will be the Christmas Market. Dawn will start to arrange bookings, including the school. The Young Farmers have booked the hall for a disco, the impact of which will be monitored. We need to identify a suitable slot in next year's village calendar to hold a quiz. The possibility of holding a Big Brunch net March. Dawn will arrange a fundraising meeting to look at these and other possible events.

The wheeled stainless steel table is used for the bar so is not available in the kitchen when events are held. This has led to adverse comments about the kitchen. It was agreed to look at purchasing another stainless steel table.

6. **AGM**

The arrangements for the AGM were discussed. There will be several changes to nominated appointments. Roger will check with the Playing Field Association regarding their appointment.

7. **AOB:**

The Badminton Club would like to include table tennis and will provide the equipment. Robin will look at the table currently stored in the container. He would also like information on insurance cover. Kevin will recirculate the email advice received from the insurers.

It was noted that some residents are using the hall car park. Steve will arrange for signs to be erected regarding its use. Steve will look at hiring a turf cutter to move turf from the edge of the carpark to the slope at the side of the building. The stripped area can then be converted into car parking.

The school have asked to use the hall for their Christmas play/concert. The skittles may need to move and replace the stage. Dawn will contact the Bowls club about relinquishing the hall.

At a recent event a table was place in the foyer, which is a fire exit. The hire conditions stipulate the fire exits must be kept clear. However Steve will put a notice in the foyer and provide a plan of fire escape routes.

The use of the floor cleaner has improve the look of the floor. It still needs further cleaning and Kevin will set up a rota for a monthly clean. Dawn will provide another copy of the dishwasher instructions as it has not been emptied on some occasions. Apparently the soap in the soap dispensers can stain clothing. Kevin will contact Rose to have it replaced.

A planning application has been submitted for the next stage of Hillpark. Steve will submit a request for a S106 contribution. The parish council has requested applications for grants. Steve will request a contribution for insurance.

Arrangements have been made to have appliance PAT tested. It was also agreed to request the electrician to install an outside light near the container.

8. Date of next meeting To be confirmed.

Future meeting. 20 November and AGM.

The meeting closed at 9:05 pm.

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