

Minutes of Committee Meeting: Monday 12th August 2024 7pm

On the Mezzanine Level, The Village Hall, Springfield Road, Milborne Port

<p><u>Present:</u></p> <p>Chair: Mr C. Phillips Vice-chair: Mr G. Coombes Treasurer: Mr S. Pritchard Membership: Mr T. Watts, Mr. T. Carty, Mr R. Lockey, Mr J. Flynn</p> <p><u>In attendance:</u></p> <p>Mr C. Sheeran – Hall Manager</p>
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Agenda Item	
31	<p>Apologies for absence: Mrs M. Capon (Secretary)</p>
32	<p>Adoption of minutes:</p> <ul style="list-style-type: none"> • Deferred minutes of 20th May 2024 Proposal: That adoption deferred as they still have not been redrafted. Proposed by: C. Phillips - Seconded by: R. Lockey All in favour • Minutes of 17th June 2024 - Parts 1 & 2 These minutes have been created by T. Carty, based on memory of the two meetings and have been circulated to the committee without comment. Proposal: To adopt the minutes Proposed by: R. Lockey - Seconded by: T. Watts 6 in favour – 1 abstention • Minutes of 9th July 2024 It was noted that the discussion over free set up time had not been recorded in the minutes. It was reconfirmed that hires of the Hall must be paying for the hours that they require the Hall for, there is no free set up time. It was noted that there may be some historic arrangements in place that will require careful handling, but the message needs to be that that free set up time is being steered away from. The Hall Manager informed the committee that none of the current regular hires have free setup time, so to eliminate the notion should be very easy. Proposal: To adopt the minutes

	<p>Proposed by: T. Carty - Seconded by: R. Lockey All in favour</p>
33	<p>Review of Immediate Repair List: The list had been circulated ahead of the meeting, items highlight in red were regarded as being a high priority, item in blue can be actioned internally. The list was approved. It was noted that a £1,000 budget had already been nominated for the projects.</p>
34	<p>Dispensing with Biffa Bin: The Hall Manger reported that there was no requirement for the landfill bin from Biffa, hires of the hall are required to take home their waste. If any bags of rubbish are left the hirer is charged £7.50 and they are removed from site. There remains the question as to how long the contract with Biffa is for, a phone call and email to Biffa have been unsuccessful in gaining this information.</p> <p>Proposal: To discontinue with the Biffa Bin service Proposed by: J. Flynn - Seconded by: R. Lockey All in favour</p>
35	<p>Treasurer's Report:</p> <ul style="list-style-type: none"> • Spreadsheet showing income and expenditure was tabled, still requires a lot of work. • Staring balance on 1st April was £5,821.61 • Balance on 26th July was £9,704.88 • A credit card for the Hall Manager's use has been applied for. • The question of accounting software should be looked at again, with a preference to having booking and accounting all in one software. • The Chair & Treasurer are finally on the bank account as signatories and have started to make online payments.
36	<p>Managers' Report:</p> <ul style="list-style-type: none"> • Seem to be attracting a lot of kid's birthday parties on the weekends and new bookings in general. • The Saturday market booking has been cancelled, possibly may come back in October. It had been on a preferential rate. Starting to take bookings for other events on the Saturday already. <p>The committee agreed that the booking of the hall is on a first come first serve and that there is no discounted rate – all hires pay the same rate.</p> <ul style="list-style-type: none"> • The online booking system seems to be overly complicated. You make an enquires through the My Hall Wizard booking software, once the booking has been confirmed you are then sent a link to a further 'jot' form that is required to be filled in to give more details about the booking. <p style="text-align: right;">Action - J. Flynn to examine the booking process with a view to streamlining it.</p>

	<ul style="list-style-type: none"> • Would like to make putting all the internal door locks onto the same key a top priority. Yet to get any costings. • Should have a fire safety inspection carried out. Also have not been able to test some of the fire break points - J. Flynn offered to help with this. <p>Proposal: That a fire safety report should be commissioned Proposed by: R. Lockey - Seconded by: T. Carty All in favour</p> <p style="text-align: right;">Action – Hall Manager to arrange an inspection.</p>
37	<p>Chairpersons Report:</p> <ul style="list-style-type: none"> • Noted that C. Sheeran has been working for the Parish Council for 6 months now. • The updating of all the locks is a high priority and a quote is being sought. There are many other bits that need attention, a carpenter has been recommended and a list put together. • Going to get prices for refitting the ladies’ toilets as they are rather shabby. • Storage: The notion of requiring all groups that store items in the Hall to remove their items once a year was moted. This would allow a full assessment of what is being stored and would highlight anything that is being stored that is no longer required. • The gutters will be assed in the coming moths and then repairs made – this job can be done internally. • Hire Charge: Noted that bookings are already coming in for next year but there is no future hire charge list. <p>Agreed that this will be an agenda item for the next meeting, to set fees starting either Jan 25 or April 25. Also looking at the ‘extras’ list with a view is simplifying.</p>
38	<p>Date of next meeting: (2nd Monday in the month, every other month) 14th October 2024 – 7pm</p>

Meeting closed at 20:15