

Badingham Village Hall Management Committee

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| Title: | Badingham Village Hall Management Committee – minutes of meeting |
| Date: | 3 rd October 2017 |
| Place: | Millmead House, Badingham |
| Time: | 7.15 pm |
| In Attendance: | Sam Donovan (SD) Debbie Horrocks (DH) Shirley Osborne (SO) Joyce Probert (JP) Suzie Newman (SN) |
| Agenda: | <ol style="list-style-type: none"> 1. Welcome and apologies 2. Declaration of interest 3. Notes of previous meeting and any matters arising not on agenda 4. Village Hall furniture outside hire 5. Play group/village hall visits 6. Policies – Insurance terms and conditions Village Hall Terms & Conditions for users Management Committee Terms of Reference 7. Treasurers report 8. AOB 9. Date of next meeting |

| ITEM | | ACTION |
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| 1. Welcome and apologies | <p>Committee members were welcomed and Debbie thanked for hosting the meeting at her home as village hall not available.</p> <p>JP volunteered to take notes</p> | |
| 2. Declaration of interest | <p>Interests declared:</p> <p>SD: Stay & Play, PT employee BPS</p> <p>JP: none</p> <p>SN: none</p> <p>DH: Maypole</p> <p>SO: Parish Council</p> | |
| 3. Minutes from last meeting & matters arising | <p>Minutes of meeting held on 29th August had been previously circulated and were agreed. DH to forward to one Suffolk website</p> <p>Actions</p> <p>4. SO wrote to Chair BPS and in response BPS agreed with the proposed installation of a door in the small corridor and has</p> | DH |

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| | <p>requested this work is carried out as soon as possible. Committee members agreed that door should be able to be bolted both sides and that builders should be contacted to make suggestions and give estimates.</p> <p>At this point SN informed that she was aware that the Manager BPS had recently made a presentation to Dennington Village Hall. SD responded that she was not aware of this but that BPS was always looking for alternative premises in order to expand playschool. SO commented that as there was no contract or tenancy agreement between BVH and BPS the ad hoc arrangement in place did not give either BVH or BPS business security.</p> <p>7. Terms of reference – draft not yet completed SO to action refer to agenda item 6</p> <p>8. JP has submitted mandate forms, SO still to submit to Barclays</p> <p>9. SO provided update for Echo which was published in latest edition.</p> | <p>SO to contact builders</p> <p>SO to submit mandate forms to Barclays</p> <p>Complete</p> |
| <p>4. Village Hall furniture outside hire</p> | <p>The missing tables had been tracked by DH but returned damaged following being left outside of the White Horse after a family function at their premises. The hirer had paid for hiring chairs which were returned intact but denied hiring the tables which had been collected from the village hall by the White Horse without the knowledge of VHMC. Neither the hirer of the chairs or the White Horse appeared willing to pay for the hire of the tables. All committee members expressed concerns about the lack of care given by the White Horse but that without a signed agreement it may be difficult to recoup costs for damage and these may have to be borne by the village hall; it was agreed that SO would write to the White Horse on behalf of VHMC. The committee agreed that much of this was a consequence of having separate booking systems for village hall hire and assets. It was agreed bringing the hall and asset hire together within the responsibility of the VHMC was essential and this should be implemented with immediate effect. The committee discussed new hire terms and conditions which could include a returnable deposit, a donation to village hall funds rather than a direct charge for Badingham residents and that all assets hired must be checked in and out by a committee member. New terms and conditions to be discussed in more detail at next meeting.</p> <p>The committee expressed their deep gratitude to Sonya Russell for all that she had done to support the Village Hall. It was agreed Sonya would be contacted personally and a letter</p> | <p>JP to contact Sonya.</p> |

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| | of thanks would be sent. | SO to write letter of thanks |
| 5. Play group/village hall visits | SO informed she had been in contact with the manager of Occold Play Group who would welcome a visit from members and suggested Friday 13 th October. The visit would include a tour of the village hall as well as play group. It was agreed Easton Village Hall would also be contacted so that a fair comparison could be made between village halls where playgroups operated and those that did not. | SO to confirm time / date SO to contact Easton VH |
| 6. Policies – Insurance terms & conditions VH terms & conditions MC Terms of reference | DH had been contacted re the hire of hall for a children's party and if it was possible that the hall could accommodate a bouncy castle which would be hired separately. This made it necessary to check village hall insurance. SD provided copy of policy which did not provide the information needed. It was agreed the insurance company would be contacted for clarification. Village Hall terms and conditions covered in item 4 SO to draft management committee terms of reference and circulate to members. | DH to contact insurance company SO to circulate draft |
| 7. Treasurers report | SD and JP are continuing to work together for time being. SD informed that there was £4356.41 in current account and £7033.16 in savings account. At time of meeting pending invoices of £90 for Flame Skill and £206.76 for repairs completed by Saunders. | |
| 8. AOB | SD informed that keys had not yet been copied. It was agreed to move this forward SO should borrow keys and take to be copied and then returned on same day. SD informed vermin activity had been noticed again and this needed action. DH informed that the hall had been booked for November 2018 to celebrate 100 year ending of WW1. VHMC, Parish Council and Badingham Community Council will work together on planning celebration activities. | SO to email manager BPS. SD to contact vermin control company. |
| 9. Next meeting | Tuesday 14 th November @ 7.15, Badingham Village Hall | |