

Badingham Village Hall Management Committee

Title:	Badingham Village Hall Management Committee – minutes of meeting
Date:	16th January 2018
Place:	Badingham Village Hall
Time:	7.15 pm
In Attendance:	Sam Donovan (SD) Debbie Horrocks (DH) Shirley Osborne (SO) Joyce Probert (JP) Suzie Newman (SN) Nick ? guest
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. BVH terms and conditions of hire 5. Proposal new committee member 6. Treasurer's report 7. AOB 8. Date of next meeting

ITEM		ACTION
1. Welcome and apologies	Committee members were welcomed. N? was welcomed and invited to observe SN volunteered to take notes	
2. Declaration of interest	Interests declared: SD: Stay & Play, PT employee BPS JP: none SN: none DH: Maypole SO: Parish Council	
3. Minutes from last meeting & matters arising	Minutes of meeting held on 14th November had been previously circulated and were agreed. DH to forward to one Suffolk website Actions JP contacted builder, an estimate of £425 for supply and installation of door was provided. The work would be completed in February. Committee discussed and agreed this should be progressed.	DH JP to contact builder to arrange date for work to start.

	<p>JP contacted the quiz organisers who agreed to donate proceeds of quiz night in April to BVH.</p> <p>SN contacted Kindlewood to inform their services were not needed until the Spring. JP informed it was important to ensure any unnecessary expenditure was avoided.</p>	<p>Complete</p> <p>Complete</p>
4. BVH Terms and Conditions of hire	<p>The revised terms and conditions had been previously circulated and were agreed by committee. DH to notify regular users in writing with copy of revised T&C's which will apply from 1st February 2018. DH raised hire of tables and chairs. It was agreed there would not be a charge for residents but a deposit of £30 would be required. Hirers would be asked to make a donation to BVH. SO suggested there should be hire terms and conditions for the furniture and any additional items however Committee felt this was not necessary. A record would be kept by booking secretary and a committee members would check furniture out and back in.</p>	<p>DH to write to regular users and provide revised T & C's.</p>
5. Proposal - new committee member	<p>SO had asked SD to formally propose new member/ representative from Badingham Playschool so that it could be discussed, seconded and recorded in minutes. SD informed that the Constitution stated there should be a representative from each user group. SN and JP queried why BPS had 2 representatives as this had been raised with them by several residents. SD responded that this was because there was a rep from Stay & Play as well as BPS. SO queried as BPC website included Stay and Play and it appeared to be part of BPS not a separate organisation. SD informed that much had come about due to the resignation on mass of the previous committee when BPS and parish council had stepped in to run village hall. As this was now resolved by new committee SD was planning not to stand again for BVHMC and that N could replace her. SD suggested N could shadow her in the meantime. All members expressed regret at SD's decision and unanimously thanked her for all she had done. It was agreed SO would forward information and policies to N</p> <p>Committee discussed cleaning arrangements currently being undertaken by BPS and paid £10 per hour accordingly. It was agreed to include this on agenda for next meeting so it could be discussed in more detail.</p>	<p>SO to forward policies and information for trustees to N</p> <p>SO to include on agenda for next meeting</p>
6. Treasurer's report	<p>SD informed that there was £6200.38 in current account and £7034.39 in savings account. SD and JP have now completed handover and files have been passed to JP.</p>	
8. AOB	<p>SO informed that she had been contacted to enquire if collator owned by BCC and used in production of Badingham Echo, could be housed in the village hall. The collator</p>	

	<p>measures 5ft 6in (H) x 2ft (W) x 4ft 7ins extending to 6ft 7ins (L) and when in use some operation space would be required. SO had informed that access would be limited to evenings and weekends when the hall was not in use and the key booked and returned to Booking Secretary as usual. The committee agreed that all the storage space was currently full and that the collator could not be accomodated due to lack of space. SO to contact Mike Bostock Smith to inform of committee's decision.</p> <p>SO informed that it had been raised by a resident that there was a hole in the surface of the car park which needed attention. It was agreed to fill the hole with hogging. SN to purchase 2 bags and submit invoice.</p>	<p>SO to contact Mike Bostock Smith</p> <p>SN to purchase hogging</p>
9. Next meeting	Tuesday 20th February 2018 @ 7.15, Badingham Village Hall	