

Badingham Village Hall Management Committee

Title:	Badingham Village Hall Management Committee – minutes of meeting
Date:	28th March 2018
Place:	Badingham Village Hall
Time:	7.15 pm
In Attendance:	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. Updates - regular users, cleaning & caretaking, bookings 5. Hall inspection 6. AGM 2018 7. Treasurer's report 8. AOB 9. Date of next meeting

ITEM		ACTION
1. Welcome and apologies	Committee members were welcomed. SN volunteered to take notes	
2. Declaration of interest	Interests declared: JP: none SN: none DH: Maypole SO: Parish Council	
3. Minutes from last meeting & matters arising	Minutes of meeting held on 20th February 2018 had been previously circulated and were agreed. DH to forward to one Suffolk website <u>Actions</u> <u>Installation of Door</u> JP had contacted builder who was not able to complete work. Another builder had been engaged and work had been undertaken on Saturday 24th March so as to avoid playschool occupation hours. Invoice awaited. Committee agreed to approach builder regarding holes in car park	DH SO to contact builder

	<p>4) SO informed that information from Badingham Playschool about whether village hall or BPS owned the washing machine was still awaited. This was relevant to both VH insurance and Terms & Conditions. Committee agreed that an additional paragraph should be included without delay to draw attention to not leaving the washing machine and/or dishwasher running when the hall was unoccupied. This was preventative to minimise fire risk or water damage from unattended appliances and would apply to regular users and one off hire.</p> <p>5) SO informed all regular users had been informed in writing of storage allocation.</p> <p>7) DH had used local website for any interest in cleaning/caretaking at the village hall. The response had been very good and 6 expressions of interest had been received. See 4</p> <p>JP informed that information from EON regarding tariff for 2018/19 had just been passed on. It was not clear when the letter had been delivered to VH despite new basket for VH correspondence. The deadline for adopting a more favourable tariff had passed and the imposed tariff represented a significant increase. It was agreed SN would trawl for better price with other electric suppliers.</p>	<p>SO to action & circulate to Committee.</p> <p>Complete</p> <p>Complete</p> <p>SN to check costs with other suppliers.</p>
<p>4. Updates - regular users, cleaning & caretaking, bookings</p>	<p>An email from Badingham Playschool had been received in response to letter (6th March) and forwarded to Committee with hard copy provided for meeting. Committee discussed the content which included a request for a copy of the insurance policy, and referred to Committee unanimous agreement to T&C's on 16th January alleging BPS was not represented at the meeting. Committee noted that the minutes of this meeting and previous meetings reflected Sam Donovan's consistent attendance, full participation and active representation of BPS. SD resigned at meeting on 16th January and nominated a replacement who also attended that meeting as an observer. Information for trustees and conflict of interest policy had been forwarded to nominee who had not responded. Baby changing facilities were also raised in the email. Committee discussed if providing these facilities was a requirement or was non obligatory. DH to check cost and if VH was required to fit wall hanging baby changing equipment.</p> <p>SO to respond to email from BPS.</p>	<p>DH to check cost and VH obligation.</p> <p>SO to respond to BPS</p>

	<p><u>Cleaning and Caretaking</u></p> <p>Committee had used ACRE national guidance for Village Halls which recommended the combination of these duties in a generic job description. DG and JP had met with prospective applicants and a suitable person was engaged to start from April. SO had written to Badingham Playschool to inform and to thank them for covering the role.</p> <p><u>Bookings</u></p> <p>DH informed that most recent hirer had not completed the booking form or paid a deposit and although the hire had successfully taken place this was not satisfactory. Committee agreed. DH to highlight and make addition to front page of T&C's.</p>	DH to add to front page of T & C's
5. Hall Inspection	Committee completed an inspection of the hall. Disabled toilet now clear. Some cupboards in servery area remain locked, damp in kitchen was noted. SO to ask builder to check for cause when next at Hall.	SO to contact builder
6.AGM 2018	Committee discussed when to hold AGM as in 2017 it was held in June instead of October. It was acknowledged this was to resolve Committee crisis at that time and should be held in October 2018.	
7. Treasurer's report	<p>JP informed that a transfer of funds from savings account to current account had been required to ensure adequate funds were available for payments. Committee agreed that this was necessary from time to time.</p> <p>Current position: £3574.40 current account £6037.90 savings account</p>	
8. AOB	SO circulated information from Better Boards regarding regular constitutional review as part of good governance and to ensure that processes are practical and continue to be workable. Committee agreed a review would take place following best practice recommendations from national guidance.	SO to action
9. Next meeting	Thursday 10th May 2018 @ 7.15, Badingham Village Hall	