

Badingham Village Hall Management Committee

Title:	Badingham Village Hall Management Committee – minutes of meeting
Date:	10th May 2018
Place:	Badingham Village Hall
Time:	7.15 pm
In Attendance:	Debbie Horrocks (DH) Shirley Osborne (SO) Joyce Probert (JP) Suzie Newman (SN) Matt Lunn (ML)
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. Hall inspection 5. Maintenance, repairs, equipment Car park, door handles/locks, drains 6. Updates Kurling and Quiz night 7. Badingham Playschool 8. Booking policy 9. Constitution, governance & operating procedures 10. Hall development Hire charge increase Evening & weekend usage 11. Treasurer's report 12. AOB 13. Date of next meeting

ITEM		ACTION
1. Welcome and apologies	Committee members and Matt Lunn, new representative from Badingham PS, were welcomed. SN volunteered to take notes	
2. Declaration of interest	Interests declared: JP: Badingham Kurling SN: none DH: Maypole ML: Badingham Playschool, Dennington Parish Council SO: Badingham Parish Council	

<p>3. Minutes from last meeting & matters arising</p>	<p>Minutes of meeting held on 28th March 2018 had been previously circulated and were agreed. DH to forward to one Suffolk website</p> <p><u>Actions</u></p> <p>SO circulated T & Cs to regular users and Committee</p> <p>SN informed she had investigated electricity costs and found a better tariff with the electricity supplier which was now in place</p> <p>4) DH informed the cost of wall hanging baby changing equipment was around £100 but that there was no requirement for a village hall to install. Committee agreed not to purchase.</p> <p>DH informed that the Hire Agreement had been updated to include requirement for a deposit before booking confirmation, until received booking remains provisional.</p> <p>5) see agenda item 5</p> <p>6) SO informed that original 1951 conveyance / constitution indicated that the 1st AGM was held in April 1951 and it was stated that subsequent AGM's should be held as close as possible following April. It was not clear why in the revised 2015 constitution this was changed until October. Committee agreed that AGM should be held in October 2018 as this had already been agreed but it would revert to close to the original month of April from 2019.</p>	<p>DH</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
<p>4. Hall Inspection</p>	<p>Committee completed hall inspection. Card tables temporarily in filing store area. Storage room 1: DH informed it was proving difficult to take out table tennis tables. Store could be re-organised. Children chairs should be in BPS store. Damp in kitchen noted, cause to be investigated.</p>	
<p>5. Maintenance, repairs, equipment</p>	<p><u>Car park</u></p> <p>SO informed builder had filled potholes in car park with approved type 1 material but had reported that an attempt had been made to fill the holes with inferior and pre used materials. It was not possible to fill the less deep holes as the material would attach to tyres as cars drove over it. The remainder of the bag of type 1 materials left so that if/when holes needing filling it could done when necessary. The builder could not access the hall to check damp at this time as during BPS hours.</p> <p>SO informed it was concerning that unauthorised repairs were carried out, although probably with the best intention. No contact had been made to members of VHC. The</p>	

	<p>Committee were not liable for unauthorised repairs which could breach health and safety regulations and invalidate insurance.</p> <p><u>Door handle /lock</u> SO informed the door handle was replaced on Tuesday 8th May but as the hall could not be accessed until children left at 4.45 the builder ran out of time and was unable to check cause of damp. JP informed she had arranged for a locksmith to fit specialised lock for entry via kitchen corridor.</p> <p><u>Drains</u> The outside drain had been unblocked by a resident who reported it was blocked by fat and sparkling debris. A new drain cover was needed. Committee approved purchase</p> <p><u>Equipment</u> ML informed the washing machine was owned by BPS. JP enquired if BPS had purchased or if it had been bought by VH for BPS. ML informed he understood that a washing machine was required by Ofsted. JP and DH queried as research and visits to other playschools had not indicated this. ML agreed to raise with BPS.</p> <p>ML raised that BPS queried who was responsible for putting bins out. JP & DH responded that it was understood the user in the hall on collection day would put bins out and that this was usually BPS. ML raised that descaling liquid had been left in the kettle and this was a health and safety issue. DH to investigate further and report back to Committee</p> <p>ML reported that muddy footprints had to be cleaned up by BPS.</p>	<p>DH to purchase drain cover</p> <p>ML to raise with BPS</p> <p>DH to investigate</p>
<p>6. Update - Kurling & Quiz night</p>	<p><u>Quiz night</u> JP reported back on the quiz night held at the White Horse on 3rd April. The evening was very enjoyable and one of the most well attended raising £92 for the village hall</p> <p><u>Kurling Club</u> JP informed there have been 2 evenings of the Kurling Club so far. It is successful and well supported by residents. JP raised that there was a problem with sand on the floor which appeared to come from indoor play sand used by</p>	

	<p>BPS; this was affecting Kurling equipment. JP expressed concern as the floor had been renovated at considerable cost and the company who carried out the renovation had stated that sand would damage the floor. ML suggested that the car park surface could also contribute.</p> <p>ML agreed to raise with BPS.</p>	ML to raise with BPS
7. Badingham Playschool	<p>SO informed Committee of the high amount of correspondence - letters and emails - exchanged between the VHC and BPS since the last meeting. Not having a representative on the VHC for several months may have contributed to this. It was agreed that as ML was now the main contact and was representing BPS, from now on all matters would be brought to VHMC, except if there was an urgent situation. Letters sent to all regular users would continue as and when necessary.</p> <p>DH raised that there was a supply of black bags but that when the kitchen bin was emptied, BPS were not replacing the bag for the next user. ML agreed to raise with BPS.</p>	ML to raise with BPS
8. Booking policy	<p>ML gave an outline of the email previously forwarded to Committee proposing a booking policy which he had attached. The email quoted the object of the BVH Charity set out in the constitution and Charity Commission guidance. The background to the proposal was the decision made by Committee on 28th March to allocate 3 hours per week in the main hall from August 2019, to activities developed by young people or adult residents of Badingham. A booking from BPS had been accepted for alternate Tuesday afternoons in main hall until July 2019</p> <p><i>ML dissension noted 31/7/2018</i></p> <p>ML had researched on Google and done some benchmarking with work colleagues who were trustees of other Village Halls. Very few village halls were as lucky as Badingham, as they were unable to get enough users to generate any conflicting booking requests. ML informed allocation of slots by a Village Hall Management Committee was not a common policy. The Committee could be inadvertently discriminating against potential users and the hall could be left empty, when other users could hire it. This could result in a breach of the Constitution and the statutory duties of trustees. Any change from the ad-hoc first-come, first-served policy should be supported by a written policy. ML had only found 2 village halls that had adopted this type of policy.</p>	

	<p>ML informed that he was not wishing to overturn the decision made by Committee but was proposing a written policy was needed to support such decisions.</p> <p>In response JP informed that the 2 village halls quoted had no similarities to Badingham. The draft policy was over complicated by suggesting terms about regular users being required to pay 10% of the cost to secure a booking 28 days prior to the booking. This was far too cumbersome and unworkable for all concerned. The Committee had researched similar policies and discounted them because of this. DH suggested that a policy was not needed. A conflict over bookings had arisen but BPS had been given priority on this occasion. SN queried parts of the proposed policy particularly clarification about regular users being unable to book for more than four and a half days in each week, as this would be helpful for BVH. SO informed that BPS usually hired the hall for about 40 hours a week and it was still 40 hours. The only difference was that for 3 hours a week BPS was using the meeting room. This had been a proposal by BPS Chair in 2017 which VHMC supported. The proposed policy was not suitable for Badingham VH needs, there was not the volume of bookings to merit it. Allowing the main hall to be given over completely to pre school children and excluding residents from all other age groups could also be classed as discrimination. We, the Committee would be in breach of our Trustee responsibilities and dishonest if we knowingly advertised the main hall as being available when it was not.</p> <p><i>ML dissension noted 31/7/2018</i></p> <p>ML proposed that the draft policy submitted should be adopted. A vote was taken: 3 x Committee members against proposal. 1 x Committee member for proposal. The Chair did not use her casting vote. Proposal not supported.</p> <p>SO thanked ML for the work he had put into the proposal; a booking policy could be revisited at another time.</p> <p>JP raised with ML that BPS had not paid invoiced hire charges since December 2017 and this was now well overdue. ML to raise with BPS</p>	<p>ML to raise with BPS</p>
<p>9. Constitution, governance &</p>	<p>SO informed that after the last meeting she had contacted the Charity Commission about incorporating the constitution into a larger document to include governance</p>	

operating procedures	and operating procedures as had been agreed at the meeting. The Charity Commission had been very helpful informing that the Committee was entitled to do whatever was needed. If the object and rules and regulations of the constitution were not amended, all that was required was to complete a form and submit. The CC also informed that older constitution's objects and rules often needed updating to meet modern needs and a simple process was in place, although not needed in this case. The form and document was submitted accordingly.	SO to circulate document
10. Hall development - Hire charge increase Evening & weekend usage	<p>DH informed that hire charges had not increased for several years and an increase was now well overdue. The previous committee had agreed an increase in 2016 but following their resignation on mass, the increase was revoked by the remaining BPS committee members. DH and JP had researched hire charges from other local village halls and Badingham's was lower than other comparable halls. ML had also researched other hall charges and suggested that cost savings was a better option to consider than increasing hire charges. JP informed that operating costs had increased and the Committee had undertaken an analysis of overall costs and utilities. This raised concerns about water charges due mainly to the use of the washing machine as well as increases in heating the hall. The costs of utilities etc were:</p> <p>Cleaning & Cleaning materials £2,882.11 Water £311.72 Gas £2,243.07 Electricity £1,239.36 Maintenance & repairs £1,298.26 Rates & SCDC £506.87 Insurance £986.37</p> <p>ML raised rate relief and requested copy of income and expenditure. It was agreed to discuss again at next meeting.</p> <p>Evening and weekend usage deferred to next meeting.</p>	JP to provide copy of income & expenditure
11. Treasurer's report	JP informed the current position was: £2198.80 current account, £6037.90 savings account	
12. AOB	SO informed that Badingham PC would be looking into CIL in order to assist the village hall with possible renovations.	
13. Next meeting	Tuesday 24th July @ 7.15, Badingham Village Hall	