

Badingham Village Hall Management Committee

Title:	Badingham Village Hall Management Committee – minutes of meeting
Date:	31st July 2018
Place:	Badingham Village Hall
Time:	Meeting commenced 7.25 pm closed at 10.10 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. Annual Parish Meeting 5. Badingham Playschool 6. Complaints policy and procedure 7. Hall Hire, cancellation and other charges 8. ACRE booking system 9. AGM 2018 10. Treasurer's report 11. AOB 12. 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: Kurling Club SN: none DH: none SO: Badingham Parish Council ML: Badingham Playschool, Dennington Parish Council	
3. Minutes from last meeting & matters arising	The draft minutes of the meeting held on 10th May were previously circulated to the Committee and were agreed by JP, DH, SN but not agreed by ML. SO informed of Charity Commission guidance re these matters. In accordance the draft minutes were discussed, dissension duly noted and recorded as a postscript. It was agreed the minutes would be re-circulated as soon as possible so that they could be signed off before the next meeting to avoid more time being spent on this matter at that meeting.	

	<p>SO suggested that decision led minutes should be considered. Committee agreed to recording minutes in this way from now on.</p> <p><u>Actions/matters arising</u></p> <p>5) Drains: It had not been possible to purchase a suitable drain cover. ML to make up and fit Descaling liquid left in kettle: ML informed Playschool had been mistaken Trade bin: contract to be cancelled</p> <p>10) Village Hall rates should be zero rated - SCDC to be contacted</p>	<p>ML</p> <p>JP</p> <p>JP</p>
4.	<p>SO reported back on the Annual Parish Meeting held on 31st May 2018. The Badingham Village Hall written report presented at the meeting had been previously circulated to the Committee. SO expressed concerns about comments relating to the Village Hall Committee made by Badingham Playschool verbally and disappointment that such issues had not been brought to a Village Hall committee meeting. ML disagreed with this view. SO provided copies of a written report submitted to the Annual Parish Meeting from Stay and Play for the Committee to consider the content. 50% of the signatories are not residents of Badingham. It was agreed that this would be responded to if addresses for Badingham residents could be found.</p>	<p>JP & SO</p>
5.	<p>A number of issues were raised concerning Badingham Playschool.</p> <p>Washing machine: OFSTED have been contacted - it is not a requirement to have a washing machine. It was agreed washing machine is to be removed by start of next term. ML to inform Playschool</p> <p>Boiler Service: JP had liaised with Playschool manager via email to inform of choice of dates for boiler service but had been unable to establish if it had taken place. Despite attempts Saunders had not responded either. Committee members expressed concerns that making arrangements this way, which were inherited from a previous committee, had failed and could put pre school and other users at potential risk; other options should be considered. ML offered to check visitor book and boiler for service record.</p> <p>ML requested the Committee consider moving the slot allocated for adult/young people activities from Tuesday afternoons to Monday or Friday afternoons as Tuesday, Wednesday and Thursday are peak days for the Playschool. It was agreed to discuss at next meeting.</p> <p>The Committee were informed Playschool needed at least 24 hours notice to arrange an escort</p>	<p>ML</p> <p>ML</p> <p>SO to include on agenda</p>

6.	SO proposed the adoption of a complaints policy and procedure that had been circulated prior to the meeting. Comments were noted. Complaints policy/procedure to be re-tabled for adoption at next meeting	SO
7.	A proposal to increase Hall hire charges by £1 per hour for residents and non residents was discussed. 7 days notice will be required for cancellation of a booking otherwise a cancellation fee will apply. Hire charges to be reviewed annually from now on. A vote was taken; 4 Committee members voted for increase; 1 Committee member voted against. Vote carried. Increase to be applied from 1st October 2018	Booking form to be amended. SO to inform regular users in writing
8.	The Committee were given information about ACRE online booking system by ML; the cost is £130 per annum. It was concluded the system was currently not needed but may be considered in the future.	
9.	The date of the AGM was agreed as Tuesday 16th October 2018 @ 7.30 in Badingham Village Hall	
10. Treasurer's report	JP informed of the current financial position: Savings account £8041.03; current account £1817.51	
11. AOB	Hedge at side of village hall to be cut by ML. Code of Conduct for Trustees to be circulated by Chair and to be tabled for adoption at next meeting Questions regarding the original 1951 conveyance and title deed raised by ML questioning Badingham Parish Council's ownership of the village hall to be forwarded to Parish Council.	ML SO SO
8. Next meeting	Tuesday 4th September @ 7.15 Badingham Village Hall	