

## Badingham Village Hall Management Committee

<b>Title:</b>	Badingham Village Hall Management Committee – minutes of meeting
<b>Date:</b>	4th September 2018
<b>Place:</b>	Badingham Village Hall
<b>Time:</b>	Meeting commenced 7.15 pm closed at 9. 15 pm
<b>In Attendance:</b>	Debbie Horrocks (DH) Shirley Osborne (SO) Joyce Probert (JP) Suzie Newman (SN) Matt Lunn (ML) Invitees: Sonia Frost (SF), Chair, Badingham Parish Council Sue Piggott (SP), Parish Clerk, Badingham Parish Council
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Welcome and apologies</li> <li>2. Declaration of interest</li> <li>3. Notes of previous meeting and any matters arising not on agenda</li> <li>4. Badingham Parish Council - custodian status</li> <li>5. Documents amended/submitted for approval             <ul style="list-style-type: none"> <li>- Governing documents</li> <li>- Complaints policy/procedure</li> <li>- Trustee code of conduct</li> </ul> </li> <li>6. Maintenance update and procedures</li> <li>7. Badingham Playschool peak day request</li> <li>8. Hall usage and development</li> <li>9. AGM 2018</li> <li>10. Treasurer's report</li> <li>11. AOB</li> <li>12. Date of next meeting - AGM 16th October</li> </ol>

ITEM		ACTION
<b>1. Welcome and apologies</b>	Committee members and invitees Sonia Frost and Sue Piggott were welcomed.  SN volunteered to take notes	
<b>2. Declaration of interest</b>	Interests declared:  JP: Kurling Club  SN: none  DH: none  SO: Badingham Parish Council  ML: Badingham Playschool, Dennington Parish Council	

<p><b>3. Minutes from last meeting &amp; matters arising</b></p>	<p>The draft minutes of the meeting held on 31st July were previously circulated. The minutes were agreed by all the Committee.</p> <p><u>Actions/matters arising</u>  Drains: 2 covers fitted by ML  Trade bin: JP cancelled contract  Village Hall rates: JP informed that the rates were paid until February 2019. SCDC to be contacted about zero rating at a later date  4) JP informed an open letter had been posted on the village hall notice board in response to Stay &amp; Play report made at the Annual Parish meeting.  7) SO informed regular users had been informed of increase in hire charge and booking form amended.  AOB) ML informed hedge had been cut but higher branches may need attention. It was agreed to keep this under review.</p>	<p>Complete  Complete  JP  Complete  Complete</p>
<p><b>4. Badingham Parish Council - custodian status</b></p>	<p>The Chair, Badingham Parish Council and Parish Clerk were invited to respond to questions raised by ML at the previous meeting about ownership of the village hall.  The Committee were informed that Badingham Parish Council own the village hall as custodian trustee, holding the title to all the property of the Trust. This is set out in the original Trust Deed of 1951 and established through legal sources more recently. SF and SP provided an overview and further information about custodian trustee status and the village hall and answered questions raised by the Committee. SF and SP were thanked for attending and invited to stay for the remainder of the meeting.</p>	
<p><b>5. Documents submitted for approval/ adoption</b></p>	<p>The documents had been previously circulated to the Committee prior to the meeting.  The Constitution / governing documents amended to include wording regarding custodian status were submitted for approval. SO informed that the operating procedure section is a working document and subject to change as and when necessary. SO proposed the documents were approved. A vote was taken. 4 members agreed, 1 member abstained  Vote carried</p> <p>The complaints policy/procedure was re-submitted for approval following amendment. SO proposed the document was approved. A vote was taken. All members agreed  Vote carried</p> <p>The Trustee Code of Conduct was proposed by SO for adoption. A vote was taken. 4 members agreed, 1 member abstained. Vote Carried</p>	

<b>6. Maintenance update and procedures</b>	<p>SO informed the boiler service had been completed.</p> <p>JP informed that Flameskill had brought forward the fire alarm service by a month without authorisation and gained access to the village hall directly through Playschool. Flameskill had been contacted but their response was unsatisfactory. SO informed the fire extinguisher service had been completed.</p> <p>Access to the fire extinguisher and the fire exit in the small meeting room was blocked by Playschool equipment which the engineer had to climb over to get to the extinguisher. This breached fire regulations. ML to raise with Playschool.</p> <p>To avoid confusion and ensure service requirements were met JP and SO will liaise with providers from now on. SO to inform service providers in writing.</p> <p>ML raised that the light diffusers in the main hall were worn and could cause a problem. It was agreed these should be taken down to avoid any risk to users.</p>	<p>ML</p> <p>SO</p> <p>ML</p>
<b>7. Badingham Playschool peak day request</b>	<p>ML informed he was withdrawing his request made at the previous meeting. It was agreed that this could be considered at a future meeting.</p>	
<b>8. Hall usage and development</b>	<p>The Committee discussed the hall generally and the state of the facilities - kitchen and toilets - and agreed improvements were needed. Feedback from prospective hirers acknowledge this. The outcome of CIL bid was not yet known. It was agreed to focus on improvement and development after the AGM</p>	
<b>9. AGM 2018</b>	<p>DH to design poster and put up on village hall notice board and other appropriate places in village</p>	<p>DH</p>
<b>10. Treasurer's report</b>	<p>JP informed of the current financial position: Savings account £10045.32 ; current account £2048.68 Petty cash £7</p>	
<b>11. AOB</b>	<p>SN informed she had looked into hand dryers and had found one for £119 per year. It was agreed to gather more prices and consider at a future meeting.</p>	<p>SN</p>
<b>12. Next meeting</b>	<p>AGM Tuesday 16th October 7.30 pm Badingham Village Hall</p>	