

## Badingham Village Hall Management Committee

<b>Title:</b>	Badingham Village Hall Management Committee – minutes of meeting
<b>Date:</b>	6th November 2018
<b>Place:</b>	Badingham Village Hall
<b>Time:</b>	Meeting commenced 7.15 pm closed at 8.30 pm
<b>In Attendance:</b>	Debbie Horrocks (DH) Shirley Osborne (SO) Joyce Probert (JP) Suzie Newman (SN) Matt Lunn (ML)
<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. Election of Officers</li> <li>5. Maintenance update</li> <li>6. Badingham Playschool update</li> <li>7. Funding application</li> <li>8. Treasurer's report</li> <li>9. AOB</li> <li>10. Date of next meeting</li> </ol>

ITEM		ACTION
<b>1. Welcome and apologies</b>	Committee members 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 All Committee members signed annual individual declaration of interest pro forma.	
<b>3. Minutes from last meeting &amp; matters arising</b>	The draft minutes of the meeting held on 4th September 2018 were previously circulated. The minutes were agreed by all the Committee.  <u>Actions/matters arising</u> Village Hall rates: JP informed that she had contacted SCDC about zero rating and this was being dealt with by the council. SO informed letters had been written to Flameskill re contact arrangements	JP Complete

<b>4. Election of Officers</b>	<p>DH and JP had indicated that they were willing to continue in their current roles. SN agreed to become secretary. SO had asked for nominations for chair in previously circulated email, none were received. SO informed she was willing to continue as chair. The Committee agreed the following roles;</p> <p>Chair - Shirley Osborne  Treasurer - Joyce Probert  Booking Secretary - Debbie Horrocks  Secretary - Suzie Newman</p>	
<b>5. Maintenance update</b>	<p>The guttering has been repaired and a broken slate replaced. The lighting diffusers are safe at present, it was agreed to keep these under review.</p> <p>The notice board glass is broken - it was agreed to see if this could be replaced with perspex.</p> <p>It was agreed a low power bulb to be fitted outside hall</p> <p>The Parish Council have suggested a joint policy with VHMC re the hall outside management of grass and hedge cutting. Restricting the use of chemicals is preferred. A member of the PC is liaising with hall neighbours. It was agreed this would be a good idea and avoid duplication.</p>	<p>DH progress with Caretaker.</p> <p>SO to inform PC</p>
<b>6. Badingham Playschool update</b>	<p>Committee members raised that on occasions a tap has been left running and heating left on and on one occasion the main door unlocked. It was suggested an end of session checklist might be helpful. ML to raise with playschool</p> <p>Playschool have cancelled their Tuesday bookings until April 2019.</p>	<p>ML</p>
<b>7. Hall improvement &amp; development planning</b>	<p>The Committee discussed the improvements needed to the hall; feedback from prospective hirer's confirmed this. The kitchen was a priority. It was agreed that realistically improvements were needed before the hall could be promoted and other developments planned. Damp in kitchen needed to be addressed. If hall was used for events it was likely small meeting room would be needed by hirer or could be used seperately. If so it needed to be cleared and not used as playschool storage out of hours.</p>	
<b>8. Funding applications</b>	<p>The CIL application was not successful. A number of other village halls were also unsuccessful; it appeared funding has gone to large projects including those in Framlingham. It seems 50% of these funds were retained by East Suffolk Council. Committee agreed that SO would research other funders and complete applications.</p>	<p>SO</p>

<b>9. Treasurer's report</b>	JP informed of the current financial position: Savings account £11845.32; current account £957.82; Petty cash £7.90	
<b>10. AOB</b>	SN raised setting up real or artificial Christmas Tree outside hall. SN and SO to progress. It was agreed a budget for capital expenditure would be discussed at next meeting. SO to include on agenda	SN & SO  SO
<b>11. Next meeting</b>	Mid January 2019 - date to be confirmed	