

## Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Meeting 3<sup>rd</sup> January 2017

### Members present

Mike Mills, Chris Broom, Rosemary Bellinger, Mark Harris, Marilyn Mills, Sally Turnnidge, Marilyn Williams, Andrew Matthews, Marie-Anne Dubois, Lauren Milsom, Carol Dowd, Christopher Sealy

<b>1. Apologies for Absence</b>	None	
<b>2. Minutes of last meeting</b>	Agreed as a true record	
<b>3. Matters Arising</b>		<b>Action</b>
Water Boiler	<ul style="list-style-type: none"> <li>The water boiler has been repaired under warranty by Roundstone Catering due to it not working.</li> </ul>	Chris Broom
Shelf in Cupboard	<ul style="list-style-type: none"> <li>The shelf in the middle cupboard which is used by Busy Bees requires a shelf to be fitted.</li> </ul>	
Search Engines	<ul style="list-style-type: none"> <li>Bing and Google, search engines for the internet, are showing the personal details of Committee members/Trustees. The Bing search engine has been cleared and Google is in the process of being cleared, a letter from them is awaited.</li> </ul>	Andy Gunton Mark Harris
Waitrose	<ul style="list-style-type: none"> <li>A letter has been received from Waitrose stating that the Bowerhill Village Hall will have a token collecting box during October, any money donated will be put into the funds. The money has not yet been received and Waitrose is to be contacted.</li> </ul>	Mike Mills
<b>4. Incident Book Issues</b>		
	None	
<b>5. Treasurers Report</b>		
	<ul style="list-style-type: none"> <li>The bank figures as at 31/12/16 are: Current Account £6,211.93 Deposit Account £6,232.11</li> <li>There is an outstanding amount of £4.00 from the November 2016 for the Redeemed Church of God.</li> <li>There is an outstanding invoice for Wiltshire Council, this is to be re-issued.</li> <li>The £20.00 for a deposit for a party booking is to be added to the invoice as the deposits are not being paid in some instances only the £45.00 for a party.</li> <li>Carol Dowd would like access to the booking area so that she can view invoices.</li> <li>PAT testing re-charges will be invoiced in February.</li> <li>The Parish Council Grant application will need to be submitted by 31<sup>st</sup> January 2017.</li> </ul>	Sally Turnnidge Sally Turnnidge Sally Turnnidge Carol Dowd/Sally Turnnidge Carol Dowd
<b>6. Booking Secretary Report</b>		
	<ul style="list-style-type: none"> <li>The bookings are good and the hall is very busy.</li> <li>Creation Station has cancelled their booking with immediate effect due to personal circumstances.</li> </ul>	
<b>7. Correspondence</b>		
	Letter put on file from Insure Your Village Hall.	

<b>8. AOB</b>		
Cleaners Contracts	<ul style="list-style-type: none"> <li>• Andy Gunton and Seamus Irwin are to be contacted regarding the hours that they currently work in order that their contracts on service can be brought up to date.</li> <li>• The last users of the hall are required to lock the gates. Seamus Irwin also checks the gate when the alarm is set after the last user of the hall has left.</li> <li>• There has been a problem with the security alarm prior to Christmas when complaints were received from local residents that the alarm had been sounding over 3 nights. On the 16<sup>th</sup> December Mike Mills was called out to the problem and was advised to switch the complete system off. Unfortunately this did not rectify the problem and Anson Security were called. They could not solve the problem and a new complete alarm pad was fitted the next day. All now working normally.</li> <li>• The soakaway drain at the front of the hall appears to be collecting a lot of water. Local ground work contractors will be contacted for advice to rectify the problem. Ipha Rod were called on 7<sup>th</sup> November to clear the drain at a cost of £132.00. They gave a quote of £2500-£2900 plus VAT to provide a new soakaway.</li> <li>• Due to the condition of the current units it was agreed that a replacement sink would be installed. Due to an iron girder going through the work surface by the sink a single drainer is the only option. The cost for a single drainer sink unit, hot &amp; cold lever taps, associated waste pipes and fitting will be £150.00 and should be fitted on Thursday 12<sup>th</sup> January.</li> </ul>	Chris Broom
Car Park Locking Up		
Security System Problems		
Soak Away in Car Park		Chris Broom Mark Harris
Replacement taps and sink drainer in kitchen	Chris Broom/Terry Broom	
<p><b>Date of Next Meeting – Tuesday 7<sup>th</sup> March 2017 7.30pm Meeting closed at 8.35pm</b></p>		