

BRUSHFORD PARISH HALL COMMITTEE

Minutes of the meeting held on Thursday 26 January 2017 at 6.00 pm

IN THE CARNARVON ROOM

1	<p>Apologies: None.</p> <p>Present: Des Belam, Ann Robins, Malcolm Godfrey, Caroline Godfrey, Ceri Keene, Sarah Blackburn, Jo Clarke, Barbara Wilson, and Nicola Harland</p> <p>The Chairman welcomed Sandra Madden who was considering joining the Committee.</p>	
2	<p>Declaration(s) of Interest: None.</p>	
3	<p>Minutes of the last meeting:</p> <p>Minutes agreed and signed by Chairman: Des Belam</p>	
4	<p>Matters Arising:</p> <ul style="list-style-type: none"> a) Update on CIO – On going. Draft Constitution by next meeting. b) Committee membership – possibilities discussed. c) Fish and Chips – successfully begun, no complaints, prompt payment of commission. d) Committee roles and responsibilities. Proposed distribution of responsibilities across whole committee. Rota pilot eg phone. Maintenance checklist and to do lists needed. e) All bookings have to be in writing: 99% via email at present. 	<p>SB</p> <p>MG & SB</p>
5	<p>Chairman's Report:</p> <p>Bad debt still outstanding and has not been resolved at this point. Agreed that all payment for parties will be upfront in future.</p>	
6	<p>Treasurer's Report:</p> <ul style="list-style-type: none"> a. Reserves in accordance with Policy. b. Easy fundraising contributions suggest to others. c. Book mart small number of followers. BW to give name of book buyer to SB. d. 100 club 125 members: a little down but good. Stay as we are on prizes. e. Pop up Bar - Takings for drink down and food up. Less people attending. f. Quarter 1 is either on budget or better than. g. New lights installed: hoped to make a good dent in the electricity bill. h. Floor revamp is booked for 17 February. i. Toilets – the hand dryers have cost slightly more however the stainless steel loo roll dispensers were purchased for the same price as plastic ones. j. Repairs to loos – Thank you to Joseph and MG. All cisterns are the same age and as such are likely to require similar maintenance but cost of this minimal. k. Business Plan Summary had to be signed and attached to application for CIO. 	<p>ALL BW</p> <p>SB</p>

7	<p>Annual Review of Policies:</p> <ul style="list-style-type: none"> a. Conflicts of Interest Policy – to be updated in minor point as indicated. b. Financial Controls – in depth update widening controls covered. c. Risk Management – needs updating and to be a regular item on the agenda. d. Reserves – ok. e. Complaints Policy – to be depersonalised. f. Volunteers – ok. g. Vulnerable People – ok. Change date for review. h. Equal Opportunities – ok. Change date for review. i. Hiring Policy - emails with the T&C to be sent to every hirer asking the regulars to confirm they had agreed to them (new and one offs already get these). Bookings Secretary to keep all signed acknowledgements on file. <p>All the above Policies were approved subject to updates as noted.</p> <p>Policies to be put on website for public viewing. Free wifi and no price increase also to be publicised on the website and all hirers reminded via invoices.</p>	<p>SB SB SB/NH SB SB SB CG</p>
8	<p>Review of Risk Register: as above c. SB will update and present next time.</p>	<p>SB BUNT</p>
9	<p>Fund Raising and Business Development:</p> <ul style="list-style-type: none"> a. January Bar – quiet. b. Rotary – they are pleased with the arrangement now they run the Bars themselves. Booked until November subject to Rotary approval. c. February and 2 Rugby Bars to go ahead. Six Nation flags to be sourced. d. Wedding venue. Advertise in Exmoor News. 	<p>MG/CK</p>
10	<p>Maintenance:</p> <ul style="list-style-type: none"> a. Lighting replacement – as 6 g. b. Floor maintenance – as 6 h. Notices required: not to drag tables and chairs across floor – use 2 people to lift. c. Toilet roll-holders and hand dryers – as 6 i. d. Kitchen Finishing touches to be discussed at next meeting. e. Notices to signpost Wifi and toilets. 	<p>CK BUNT BUNT SB</p>
11	<p>Any Other Business:</p> <ul style="list-style-type: none"> a. Hallmark Scheme – Council for Somerset Awards Levels 1,2,3 useful to have at least Level 1 for getting money. Rehearsal required before presenting – set dates next time. b. Christmas Trees – BW asked SB to thank Joseph for putting up and taking down. 	<p>BUNT SB</p>
<p>DATE OF NEXT MEETING Thursday, 29 March 2017 at 6 pm IN THE CARNARVON ROOM</p>		