

## BRUSHFORD PARISH HALL COMMITTEE

Minutes of the meeting held on  
Wednesday 29 March 2017 at 6.00 pm

IN THE CARNARVON ROOM

1	<b>Apologies:</b> Des Belam, Jo Clarke and Barbara Wilson <b>Present:</b> Ann Robins, Malcolm Godfrey, Caroline Godfrey, Ceri Keene, Sarah Blackburn, Sandra Madden and Nicola Harland	
2	<b>Declaration(s) of Interest:</b> None.	
3	<b>Minutes of the last meeting:</b> Minutes agreed and signed by Deputy Chairman: MG	
4	<b>Matters Arising:</b> <ul style="list-style-type: none"><li>a) Update on CIO – Summary distributed. Simplification of constitution ongoing. Plan to approve in May.</li><li>b) Committee membership – Possible candidates discussed. Reaccess next meeting. SB circulated training slides and notes. Skills audit and target approach required.</li><li>c) Committee roles and responsibilities. SM to access maintenance and cleaning monthly and liaise with contract cleaner if extra cleaning required for a 'big' do.</li><li>d) Car Park – general discussion, still an issue. Brushford Parish Council to be approached for money. Planning permission would be required. Ongoing consideration.</li></ul>	SB/MG CK SM
5	<b>Chairman's Report:</b> Confirmed we got zero rates from West Somerset Council.	
6	<b>Treasurer's Report:</b> Proposed and accepted by CK and AR. Stock to be rechecked. SB to arrange meeting with Hallmark. Fish and Chip van progressing well.	MG SB
7	<b>Sub-Committee Reports</b> Pop-up Bar – progressively quieter. End of April bar agreed. Jazz end of May over the Whitsun w/e. June – Possibility of Fi and Colin doing a music evening. To be confirmed. BBQ or not? To be decided.	
8	<b>Review of Risk Register</b> Updated from last meeting. Any comments for next meeting.	

9	<b>Marketing Opportunities and Business Development</b> <ul style="list-style-type: none"> <li>a. Art Workshop – contact via email.</li> <li>b. Pilates are back</li> <li>c. Stephen Phillips – Keep fit. Proposing a 10 week fitness course.</li> <li>d. Advertise the Hall in Exmoor News. Ask for flyers to be put in satchel post at local schools. CK and CG to get together with Sally Greenwood.</li> </ul>	 CK  CK CK/CG
10	<b>Maintenance:</b> <ul style="list-style-type: none"> <li>a. Lighting replacement – done.</li> <li>b. Floor maintenance – done.</li> <li>c. Toilet roll-holders and hand dryers – done.</li> <li>d. Kitchen Finishing touches to be discussed at next meeting.</li> <li>e. Posters – still to do.</li> <li>f. Parties – deposits to be taken up front to cover damage.</li> </ul>	    MG CG
11	<b>Any Other Business:</b> Bins – Investigation required.	   SB
DATE OF NEXT MEETING Thursday, 25 May 2017 at 6 pm IN THE CARNARVON ROOM		