

BRUSHFORD PARISH HALL COMMITTEE

Minutes of the meeting held on
Thursday 25 May 2017 at 6.00 pm

IN THE CARNARVON ROOM

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| 1 | <p>Apologies: Des Belam and Jo Clarke</p> <p>Present: Sarah Blackburn, Caroline Godfrey, Malcolm Godfrey, Nicola Harland, Ceri Keene, Sandra Madden, Ann Robins and Barbara Wilson</p> | |
| 2 | <p>Declaration(s) of Interest: None.</p> | |
| 3 | <p>Minutes of the last meeting:</p> <p>Minutes agreed and signed by Deputy Chairman: MG</p> | |
| 4 | <p>Matters Arising:</p> <p>Hallmark Check and Completion Lists 1, 2 & 3 – progress report. Rehearsal Meeting for Hallmark arranged for Thursday, 29 June. Team – MG, NH, CK and AR</p> <p>Hallmark 1 – Almost complete. More work required on maintenance of inside and outside hall to be completed prior to 29 June. Jane Erith promised cuttings – email to be sent. Garden – weeding Add the Hall as a item on Parish Council Agenda Window cleaners to be booked. Contract cleaners booking – to be confirmed Small board in entrance to be replaced with larger one Decision made to leave old toilet roll holders at this stage Pictures of events taking place in the hall to be arranged and quote confirmed Picture of Brushford Station to be hung in entrance hall (on loan from SB)</p> <p>Hallmark 2 –</p> <p>Hallmark 3 – Almost complete Pack for Users of the hall – CG covered progress. It was agreed the committee would take it in turns to meet and greet a new user on the first occasion.</p> <p>Hearing loop and sound system – 2 sets of instructions</p> <p>Minutes and Annual Report to be added to website Policies done</p> <p>Bring computer to Hallmark Meeting</p> <p>Introduction pack given to new committee members and directed to website for further information</p> <p>Update on CIO - charitable incorporated organisation – progress report</p> <p>Committee membership – progress report</p> <p>Committee roles and responsibilities – rota? – progress report</p> | <p>CK CG BW SB CG SB CK SB</p> <p>MG</p> <p>MG</p> |

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| | Car Park | |
| 5 | Chairman's Report: DB absent | |
| 6 | Treasurer's Report: Proposed and accepted by CK and AR. Stock to be rechecked. Flower Show not secure. SB to arrange meeting with Hallmark. Fish and Chip van progressing well. | MG SB |
| 7 | Sub-Committee Reports 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 | Review of Risk Register Updated from last meeting. Any comments for next meeting. | |

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| 9 | Marketing Opportunities and Business Development <ul style="list-style-type: none"> a. Art Workshop – contact via email. b. Pilates are back c. Stephen Phillips – Keep fit. Proposing a 10 week fitness course. 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. | CK CK CK/CG |
| 10 | Maintenance: <ul style="list-style-type: none"> a. Lighting replacement – done. b. Floor maintenance – done. c. Toilet roll-holders and hand dryers – done. d. Kitchen Finishing touches to be discussed at next meeting. e. Posters – still to do. f. Parties – deposits to be taken up front to cover damage. | MG CG |
| 11 | Any Other Business: Bins – Investigation required. | SB |

DATE OF NEXT MEETING
Thursday, 27 July 2017 at 6 pm
IN THE CARNARVON ROOM