

BRUSHFORD PARISH HALL COMMITTEE

Minutes of the meeting held on
Thursday 28 September 2017 at 6.00 pm
IN THE CARNARVON ROOM

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| 1 | <p>Apologies: Sandra Madden and Barbara Wilson</p> <p>Present: Des Belam, Sarah Blackburn, Jo Clarke, Caroline Godfrey, Malcolm Godfrey, Nicola Harland, Ceri Keene and Ann Robins</p> | |
| 2 | <p>Declaration(s) of Interest: None.</p> | |
| 3 | <p>Minutes of the last meeting:</p> <p>Minutes agreed and signed by Chairman: DB</p> | |
| 4 | <p>Matters Arising:</p> <ul style="list-style-type: none"> a) CIO – Charitable Incorporated Organisation – SB awaiting response from solicitor. b) Committee Membership – on going discussions. c) Committee Roles and responsibilities – on going discussions. The Committee would like to record its thanks to Sandra for her property maintenance work. d) Car park <ul style="list-style-type: none"> a. Door mats to be purchased. b. Drainage survey to be organised prior to planning permission being obtained. c. Tidy up - Quotes to be obtained from landscape gardeners re weed killing. d. Pot Holes – scalplings ordered from Travis Perkins. e. Bins – we have the best option at present. | <p>CG SB</p> <p>CK/SB</p> <p>MG/DB</p> |
| 5 | <p>Feedback from Hall Users:</p> <ul style="list-style-type: none"> a) Brushford Flower Show – free Saturday hire agreed. b) Cyclist Event – very positive feedback ‘officially the best feed station on the planet’ c) Accident report from Short Mat Bowls regarding a trip on a short mat bowling mat is hereby noted. | |
| 6 | <p>Review of Risk Register:</p> <p>Deferred until next meeting.</p> | |
| 7 | <p>Marketing Opportunities:</p> <ul style="list-style-type: none"> a) Refreshments – Agreed for Two Moors Concert October 2017. Number of attendees to be confirmed. Church Flower Festival 2018 – decline provision of teas over 4 days. b) Proposed Events for 2017/2018 – discussed within Treasurer’s Report c) Wassail Theatre 20.1.2018 – run bar and serve food tbc d) Brushford Hallmark Report - Presentation on 19.10.2017 at Stoke St Gregory. Photo opportunity for social media and website. Entire text of their report and our responses gives us external validity to change the AGM from November to January. Article for Exmoor News/Brushford Post/Press Release to local newspapers/Newsletter | <p>DB CG/AR</p> <p>CG SB/MG/ SM</p> |

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| | to all hall users. | |
| 8 | <p>Chairman's Report:</p> <p>Electrical Sub Station has retro planning. SB to approach Western Power distribution for money.</p> | |
| 9 | <p>Treasurer's Report:</p> <p>a) Cash Position – healthy b) Fundraising Activities</p> <p>Easy fundraising – numbers need increasing Café/Bookmark – doing very well. The Committee would like to record its thanks to Joseph Blackburn for this. Fish and Chips – doing well Somerset West Lottery – numbers need increasing. Pop Up bar – June bar was down. Cycling Events – did well and can be improved upon next year. Exmoor Ride have rebooked. Hopeful that the Exmoor Beast will also.</p> <p>c) Snapshot of finances – Income is less than budgeted and previous year, mainly down to Rotary bars rather than BPH bars. Hall hire has held up very well but we rely on fundraising to fund reserves.</p> <p>d) Proposed events for 2017-2018 Jo put forward some possible dates to Rotary coordinate for events December week ends free for village film party – possible? Ferret Racing & Pop Up bar – 1 raffle 2 prizes – split takings Revisit pop up bar dates when rotary confirmed or not.</p> <p>e) Happy with budget – yes 100 club to be stopped push towards Somerset West Lottery. Drum Up more support.</p> <p>f) Improvements list – SB to talk to SM</p> | JC ? |
| 10 | <p>Property and Safety Report:</p> <p>a) Carnarvon Room Heater – agreed that a notice to say heater is hot to be organised. b) Front door – quotes to be revisited and door to be replaced.</p> | MG |
| 11 | <p>Sub-Committee Reports</p> <p>None.</p> | |
| 12 | <p>Policy Reviews</p> <p>None.</p> | |
| 13 | <p>Any Other Business:</p> <p>a) Broadband Contract – to be revisited. b) Short Mat Bowls for afternoon session - to be made aware that we cannot hold their place open.</p> | SB/MG CG |

DATE OF NEXT MEETING

Thursday, 16 November 2017 at 6 pm

IN THE CARNARVON ROOM

