

## BRUSHFORD PARISH HALL COMMITTEE

Minutes of the meeting held on

Thursday 16 November 2017 at 6.00 pm

IN THE CARNARVON ROOM

1	<p><b>Apologies:</b> Nicky Harland</p> <p><b>Present:</b> Des Belam, Sarah Blackburn, Jo Clarke, Caroline Godfrey, Malcolm Godfrey, Ceri Keene Sandra Madden, Barbara Wilson and Ann Robins</p> <p>Nick Prouse of Brushford Parish Council and the Clerk, Clive Knight also attended.</p>	MG acting as Sec.
2	<p><b>Declaration(s) of Interest:</b> None.</p>	
3	<p><b>Minutes of the last meeting:</b></p> <p>Minutes agreed and signed by Chairman: DB</p>	
4	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"><li>a) Committee Roles and responsibilities – noted that external lights have been left on a few evenings. Sandra's mother (next door to hall) has kindly said she would inform us when she noticed. Possibly so they could be switched off. However, this seems unlikely after late running events. A rota could be useful for post event inspections. Ceri and Caroline to consider proposal.</li><li>b) Rubbish collection is an issue still as some events leave rubbish. They are asked to remove in current Hire Agreement. We might consider charges using a deposit on hire for non-regular users. But would need to rewrite the current Hire Agreement.</li><li>c) Joseph has kindly offered to put out bins on the bi-weekly bin collection. However, there is a strong opinion that this should not be necessary if we were to use a commercial rubbish disposal company.</li></ul>	CG/CK
5	<p><b>Feedback from Hall Users:</b></p> <ul style="list-style-type: none"><li>a) Jenny Adie of Two Moors Festival has congratulated the hall as a very good facility for their event.</li><li>b) Exmoor Arts Society reported that the hall kitchen was left in a bad state after the previous event. (Sinks dirty and rubbish left). MG had already sent a reply to apologise. Cleaning has been scheduled to coincide with EAS next event.</li></ul>	
6	<p><b>Review of Risk Register:</b></p> <p>Noted that there was no substantial change.</p> <p>Data Protection might need to be considered in the near future, particularly if we start to hold details of our supporters.</p> <p>Fire Risk Assessment should be done separately – Sandra and Malcolm considering.</p>	SM/MG
7	<p><b>Marketing Opportunities:</b></p> <ul style="list-style-type: none"><li>a) Santas visit – Rotary Club. Run a Pop-up (mini) Bar on 18 Dec. Many offers of help within committee</li></ul>	CG/CK

	<ul style="list-style-type: none"> <li>b) Wassail Theatre 20.1.2018 – run bar and share of ticket sales.</li> <li>c) Should our supporters be called "Friends" or "Members"</li> </ul>	
8	<p><b>Chairman's Report:</b></p> <p>DB asked Nick Prouse and Clive Knight what they knew of the changes to planning for Western Power Substation. SB has been offered a donation of £500 from Western Power to use for a community orientated event or sponsor local group to the benefit of the community.</p>	
9	<p><b>Treasurer's Report:</b></p> <ul style="list-style-type: none"> <li>a. Cash Position – will be reduced by the imminent replacement of the Front Door. (Noted as agreed by committee following an email vote)</li> <li>b. Fundraising Activities <ul style="list-style-type: none"> <li>i. Easy fundraising – numbers need increasing</li> <li>ii. Somerset West Lottery – numbers need increasing.</li> <li>iii. Ideas – BPH Jubilee Event – TEDx</li> <li>iv. New Group Sponsorship using WP donation – might assist us from hire charges.</li> </ul> </li> <li>c. Somerset West Lottery. Drum Up more support.</li> <li>d. CIO making good progress – with solicitor.</li> <li>e. Car Park – has been suggested we find a trainee Estate Agent to help with survey, etc.</li> </ul>	
10	<p><b>Property:</b></p> <ul style="list-style-type: none"> <li>a) Carnarvon Room Heater – Faulty – To be replaced. Des to organise</li> <li>b) Carnarvon Room painting to be reviewed next meeting after due consideration by Property Sub-committee (SM, JC, DB, SB)</li> </ul>	DB
11	<p><b>Sub-Committee Reports</b></p> <p>None.</p>	
12	<p><b>Policy Reviews</b></p> <p>None.</p>	
13	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>a) Sarah asked the meeting to approve the Trustees Reports and Financial Statements which were circulated to the committee previously. Duly proposed and passed unanimously.</li> </ul>	
<p><b>DATE OF AGM</b></p> <p>Thursday, 25 January 2018 at 6 pm</p> <p><b>IN THE CARNARVON ROOM</b></p> <p><b>DATE OF NEXT MEETING</b></p> <p>Thursday, 25 January 2018 follows AGM</p> <p><b>IN THE CARNARVON ROOM</b></p>		

