

## BRUSHFORD PARISH HALL COMMITTEE

Minutes of the Post-AGM meeting held on

Thursday, 25 January 2018 at 6.30 pm

IN THE CARNARVON ROOM

1	<b>Election of the Officers:</b> The following committee members were proposed and duly elected <ul style="list-style-type: none"><li>• Chairman – Des Belam</li><li>• Vice Chairman – Malcolm Godfrey</li><li>• Secretary – Nicky Harland</li><li>• Treasurer – Sarah Blackburn</li></ul>	
2	<b>Apologies:</b> None <b>Present:</b> Des Belam, Sarah Blackburn, Jo Clarke, Caroline Godfrey, Malcolm Godfrey, Nicky Harland, Ceri Keene, Sandra Madden, Ann Robins and Barbara Wilson.	
3	<b>Declaration(s) of Interest:</b> Letters of Appointment circulated and signed by Trustees.	
4	<b>Minutes of the last meeting:</b> Amended to remove member of public's name - Minutes agreed and signed by Chairman: DB	
5	<b>Matters Arising:</b> <ul style="list-style-type: none"><li>• Feedback Form.</li><li>• Rota for checking the hall after big events. Set up a voluntary system. MG to look at team software and report back.</li></ul>	
6	<b>Chairman's Report</b> <ul style="list-style-type: none"><li>• Heater has been purchased and will be replaced.</li><li>• Nothing further to report.</li></ul>	DB
7	<b>Treasurers Report:</b> <ul style="list-style-type: none"><li>• Some concern that Hall hire lower than last year.</li><li>• Fundraising numbers down.</li><li>• Loosing 100 club and only have 4 on WS Lottery.</li><li>• Expensive year spending capital</li></ul>	SB
8	<b>Marketing opportunities and developing business:</b> <ul style="list-style-type: none"><li>• Book signing event on 21/4 clashes with bar. To be rescheduled.</li><li>• Sporting events – MG looking after Rugby.</li><li>• Wimbledon – BW to think about cream tea and pimms on Finals week-end.</li><li>• Wassail Theatre.</li><li>• Bell ringers for Armistice Day. Try to combine with World Cup football.</li></ul>	

	<ul style="list-style-type: none"> <li>• Royal Wedding.</li> <li>• A leaflet to be produced and circulated at pop-up bars to ascertain prospective interest for certain events and used as a consultation exercise for grant application for the car park.</li> </ul>	
9	<p><b>Fund Raising</b></p> <ul style="list-style-type: none"> <li>• Table top Sale</li> <li>• Big English Breakfast – AR Saturday 21 April. SB to run plant sale.</li> <li>• Summer BBQ – AR proposed. Looking at June. Silver Jubilee celebration for the village to include face painting. Sponsorship Western Power. SB suggested Toni Jones and Linda London asked to represent effort of 1990's committee members. 1990's music to be funded through raffle. Prizes – include a free session at BPH. Western Power £500 - 'Bring in the New' programme – other 'names' to be welcomed. Determined by new 'projects' or new people.</li> <li>• Last night of the Proms. More volunteers needed.</li> <li>• Bingo – proposed. Keen to do</li> <li>• History – projection of slides. Marketing package to include a leaflet about history, donation, evening becomes a marketing exercise. Include an upmarket raffle by approaching local businesses eg Travis Perkins</li> <li>• Rugby – Parish Council suggesting a bingo night – conflict or not.</li> <li>• Royal Wedding with football – live stream from Windsor. Again this could be added to the consultation leaflet.</li> <li>• 17 March – St Patrick's Night themed England/Ireland rugby bars.</li> <li>• Games Night.</li> <li>• Vinyl's night.</li> </ul> <p>Funding Opportunities to note:</p> <p><b>The Charity Governance Awards</b> - £5,000 to spend as wish. Plan etc needed by 30 June.</p> <p><b>Garfield Weston Foundation – 60<sup>th</sup> Anniversary Fund</b></p> <p>Capital projects between £30,000 and £150,000. Car Park ticks all the boxes except having the plans and planning permission drawn up. Deadline is 30 June. Speaking to surveyor re feasibility. Pay as each part completed. Cap on his fees. Proposed by MG and agreed</p> <p>SB to approach lottery again.</p>	
10	<p><b>Property &amp; Safety Report</b></p> <ul style="list-style-type: none"> <li>• Heater</li> <li>• Door</li> <li>• Carpark</li> <li>• Boiler Servicing – CK to chase the company</li> <li>• Dishwasher – servicing record checked.</li> <li>• Extra light bulbs to be kept in stock room.</li> </ul>	

11	<p><b>Sub Committee Reports</b></p> <p>None.</p>	
12	<p><b>Annual Review of Policies</b></p> <ul style="list-style-type: none"> <li>• Level of Resources – need to increase as costs gone up. Happy to raise reserves to £22,000</li> <li>• Risk Register – All happy</li> </ul>	
13	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• Fundraising – BW table-top sales every quarter instead of every month.</li> <li>• Joseph's Café to do DVDs as well as books.</li> <li>• SM – date for door Monday.</li> <li>• BW – deep clean every Friday after Zumba.</li> <li>• SB catered for £25 p/head re dinner to think about.</li> </ul>	
14	<p><b>Date of Next meeting:</b></p> <p>Thursday 12 April, 2018 at 6.00 pm</p>	

