

BRUSHFORD PARISH HALL COMMITTEE

Minutes of the meeting held on
Thursday, 12 April 2018 at 6.00 pm

IN THE CARNARVON ROOM

1	<p>Apologies: None</p> <p>Present: Des Belam (chairman), Sarah Blackburn, Caroline Godfrey, Malcolm Godfrey, Nicky Harland (secretary), Ceri Keene, Ann Robins and Barbara Wilson.</p>	
2	<p>Declaration(s) of Interest:</p> <p>SB interviewed as Trustee at Community Council for Somerset.</p>	
3	<p>Minutes of the last meeting:</p> <p>Agreed and signed subject to amendment of 12 Annual Review of Policies – which were all Approved</p> <ul style="list-style-type: none">• Level of Resources Reserves – need to increase as costs gone up. Happy to raise reserves to £22,000 <p>Risk Register – All happy.</p>	
4	<p>Matters Arising:</p> <ul style="list-style-type: none">• Boiler 5.2.2018 serviced. <p>Mumblecrust Theatre – dates to be confirmed 8 August for children 1 hour production we pay £100. How much are we to charge. All advertising info given to Caroline.</p> <p>Wassail Theatre Sat 14 July evening production – requested same deal as before. A4 A5 advertising for holiday makers via Tantivy, holiday parks etc.</p> <p>Cleaning hours to be increased? Discussion: More hirings booked since cleaning schedule set up. Spent just under £3,000 in last year with inhouse cleaner; £1,600 in first full year with contract cleaners. Have room to spend more. Agreed extra cleaning from September. Sarah to contact Edworthy re cleaning oven.</p> <p>Rota for checking Hall – on going Check list for everyone.</p>	SB
5	<p>GDPR – policy was approved subject to amendments noted. Deadline – 25 May 2018.</p>	

	<p>Trustee's briefing on GDPR - discussion covering commitments, retention of data. CIO Membership Register – at the time, by signing giving explicit consent. CG's written booking diaries – to be destroyed after 12 months.</p> <p>Volunteer Lists – Consolidate all lists.</p> <p>Somerset West Lottery – SB has access to list (100 club data deleted closed) Facebook – we don't control it.</p> <p>The Committee agreed that the Hall should not be responsible for the Brushford Civil Parish archives: SB to ask the Clerk to remove them</p> <p>We do not have to have a data protection officer – remove data protection officer references.</p> <p>Overall responsibility lies with the Management Committee – chairman DB</p> <p>All need to be aware of the data security do's and don'ts.</p>	<p>CG</p> <p>SB/CK/MG</p> <p>SB</p> <p>ALL</p>
5	<p>Chairman's Report</p> <p>Nothing to report</p>	DB

6	<p>Treasurers Report:</p> <ul style="list-style-type: none"> Behind budget compared to prior years. Hiring good but fund raising down generally due to bars less frequent. 	SB
7	<p>Fund Raising:</p> <ul style="list-style-type: none"> Big Breakfast & Plant Sale – 21 April - volunteers arriving at 9 am. Request for plants and cakes. Air Ambulance and Music evening – 28 April – another volunteer required for bar. The committee need to reconsider 2 charities working together. Work overload on committee and volunteers. Joint and multiple events in a month. On the plus side, working in partnership looks good for funding opportunities. Silver Jubilee Celebration – Tea party in September – date to be agreed. A sub-meeting will be arranged after the Big Breakfast to set a date. Use it as an opportunity to promote the Silver Jubilee Fund. Last Night of the Proms – to discuss at next meeting. Great Exmoor Ride – to discuss at next meeting. 	<p>SB/CK</p> <p>BUNT BUNT</p>
8	<p>Fund Raising – sources of funding</p> <ul style="list-style-type: none"> The Charity Governance Awards – Not shortlisted. Garfield Weston Foundation – 60th Anniversary Fund – Surveyor is seriously ill putting pressure on deadline of 30 June. Co-op Community Fund – not eligible. 	

	<ul style="list-style-type: none"> • Bernard Sunley Foundation – only 20% of project costs. However, we do have £20 k in reserves. • Big Lottery - 1 April new funding Campaign – improving the spaces and places that matter to communities. • CAF Bank – possibility of loan when BPH becomes a CIO. • Silver Jubilee Fund – Community Bingo. Agreed one more free use of hall. • Progress on Brushford Parish Hall CIO - moving on straightforward before end Sept BPH to wind up and change to CIO. 	
9	Property & Safety Report <ul style="list-style-type: none"> • Electrician to be reminded re front door. Decision approved: another light to be put up at front of hall. 	MG
10	Sub Committee Reports None.	
11	Any Other Business: <ul style="list-style-type: none"> • Recruitment of Trustees. SB to advertise on Reach Volunteers. 	SB
13	Date of Next meeting: Tuesday, 29 May, 2018 at 6.00 pm	