

**MINUTES OF THE MEETING OF THE
BANNINGHAM & COLBY JUBILEE HALL MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 24 SEPTEMBER 2008 at 8.15p.m.**

PRESENT: Mr. D. Holgate, Chairman
Mr. R.C. Anderson-Dungar
Mr. R. Banks
Mrs. S. Eke
Mr. M. Hall
Mrs. J. Ridout
Mr. T. Townsend
Mrs. M.E. Anderson-Dungar, Secretary

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mrs. Y. Bagshaw, Mr. S. Balding, and Ms. J. Cort

02 MEMBERS DECLARATIONS OF INTEREST IN AGENDA ITEMS

There were no declarations of interest.

03 MINUTES OF THE PREVIOUS MEETING

Minutes of the Meeting held on 18 June 2008, as previously circulated, were confirmed and signed.

04 INFORMATION ON MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

There was nothing to report.

05 MATTERS REFERRED FROM PREVIOUS MEETING

1. GRANT APPLICATION

There was nothing to report at this stage

2. QUANTITY OF MATTING REQUIRED FOR CAR PARK

Following the failure of one company to send a representative to site, an alternative supplier had been sourced. Pending resolution of some technical queries, it was anticipated that the material only would cost around £500 to £700. It was agreed to keep the planned fund raising event in the calendar.

3. SEWERAGE CONNECTION

The new connection was working well. It was agreed to await the Treasurer's return before deciding upon the amount of a contribution towards the costs.

4. PLASTIC MATTING FOR REAR CAR PARK

Discussed under 2 above.

5. GENERAL MAINTENANCE

a) Progress Report on Maintenance Work

Most items had been dealt with; the following comments were made:

- there was work remaining following the installation of the glasswasher, which had caused flooding on several occasions. Mr. Anderson-Dungar offered to contact the supplier and/or the builder for clarification and rectification.
- Cellar light should be a fluorescent light and had been included on the original quote (light on the far side)

- Consider removal of redundant cellar ducts
- Tap not working in Gents' toilet
- Guttering leaking

b) Car Parking Signs

New signs were presented to the meeting, and would be installed as soon as possible.

6. CLOAKROOM

Thanks were recorded to Mr. Hall for undertaking the remedial work. The Chairman offered to re-decorate.

7. DOWNFLOW HEATER IN "DISABLED" TOILET

To be fitted on 25 September.

8. FIRST AID BOXES

First Aid boxes were in all required locations. The legislation would be checked with regard to the kitchen box where the outer casing was cracked, but the contents were intact.

9. ENTERTAINMENT FOR 2008

a) Summer Barbecue & Singer

Comments from Ms. Cort were read to the meeting, and acknowledged. It was agreed that overall it was a good evening, and the singer was well received.

b) Keith Loades

Arrangements for 29 November were discussed. Ms Cort's offer of help with tickets and publicity was unanimously accepted. The ticket price was agreed at £6 including food. The Chairman agreed to contact Mrs. Balding about catering the event. The Secretary offered to wash up. The entertainer's fee would be £200. Mr. Banks agreed to run the raffle.

c) Digital Cinema

Mrs. Eke and the Secretary would undertake projectionist training – dates awaited from Village Screen.

d) Archive Evening

This was agreed for February (date to be arranged with John Filby). A resident had supplied a DVD taking during the sewerage works, which it had been suggested might be suitable for this evening in a shortened format. It was however, agreed that it would be more suited to the Annual Parish Meeting in March.

10. GAMES NIGHTS

Games nights remained popular and mostly well supported and would continue on the last Friday in each month.

11. TABLE TENNIS CLUB

There were 14 paid up members, all local, but more members were needed. Mr. Banks kindly offered to start from 7p.m. to accommodate younger members. The Treasurer had suggested the weekly hire fee could reduce to £10, and this was unanimously agreed.

12. WASTE DISPOSAL

Biffa Waste Services had promised to investigate the tariff charged for the Village Hall, and further information was awaited. The Chairman confirmed that all necessary notifications had been given regarding separation of waste for recycling. The waste bin would be re-sited away from the building as soon as practically possible, following the recommendations in the recent risk assessment, but also having regard to accessibility for emptying. The Chairman offered to do this at the earliest opportunity.

13. ELECTRICITY TARIFFS

Research would be carried out to ensure that the Hall was on the most advantageous tariff.

14. MINUTES ON WEBSITE

Ms. Cort had reminded the meeting of the agreement to place Jubilee Hall Management Committee Minutes on the Parish Council website, and this would be done. She had written to all organisations inviting information for the Village Hall website, but had had a poor response to date. The Chairman remarked that many enquiries were coming via the information on the Parish Council website. This prompted Mr. Anderson-Dungar to ask about bar staffing in view of the increased number of bookings and approaching Christmas season; the Chairman was confident that the existing volunteers could cope for the present, and thanked Paul Filby for joining the volunteer “staff.”

06 **CORRESPONDENCE**

No items had been received.

07 **FINANCIAL MATTERS**

The Village Hall Accounts and the Sandy Lane Club accounts were presented and discussed. Some old bar stock had been written off. Both sets of accounts were unanimously adopted.

The matter of preferential hire charges for residents had been raised at a Parish Council meeting, and was discussed in conjunction with research into other halls' charges provided by Ms. Cort. The Treasurer's Report suggested an increase for non-residents and had suggested the following based on 3 sessions per day (9a.m. to 1p.m; 2p.m. to 6p.m. and 7p.m. to 11p.m.)

Session	Existing (residents)	Proposed (non-residents)
Three sessions (all day)	£50.00	£60.00
Two sessions	£36.00	£42.00 increased to £45 following discussion
One Session	£25.00	£30.00
Extra hour to midnight	£ 6.00	£ 7.00
Hourly rate		£10.00

The above charges were unanimously accepted with immediate effect for all new bookings.

Items for 2009/10 Budget – carpet cleaning in the main hall was suggested, also the possibility of re-surfacing the car park. Future use of the snooker room was briefly discussed, but it was agreed that the room remained an asset. It was confirmed that the Darts Club use their own board.

Contribution towards Maintenance Costs - the Committee agreed in principle, but preferred a lump sum contribution at the end of the financial year rather than an agreed percentage. A free evening for residents was suggested to make them aware of the improvements, and it was agreed to discuss this at the next meeting. The planned Archive Evening in February 2009 would be a free event. Mr. Ambrose had offered electrical testing at no

cost, and the Chairman main would discuss this further with him. He confirmed that Mr. Ambrose held all the necessary certificates.

08 ITEMS FOR INFORMATION/NEXT AGENDA

Free evening for residents – next agenda
Car park – next agenda

09 ANY OTHER BUSINESS

The Chairman reported that oil had been ordered, and asked the Clerk to advise him of the final quantity and amount per litre.

10 DATE OF NEXT MEETING

This was confirmed as Wednesday 10 December 2008 at 7.30p.m.

11 CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 9.47p.m.

Signed (Chairman)

Date