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**Bluntisham Parish Council
Minutes of the Hall Management Committee (HMC)
Monday 11th July 2016 at 8.00 pm at Bluntisham Village Hall**

Present: Mr Roly Searle, Mrs Kathy Searle, Mr Gary James, Mr Mark Berg, Mrs Tracey Davidson (Clerk)
Also present: Mrs Joan Gutteridge

	Open Forum –Nothing raised.	Action
1	Declaration of Interest for items on the Agenda – None	
2	Apologies for absence –Mr Alan Moules	
3	Election of Chairman – Mr Roly Searle was elected to continue as Chairman for the coming year. (<i>Proposed Mr Mark Berg, seconded Mr Gary James. All agreed.</i>)	
4	Members to sign Terms of Reference – The full PC approved the terms of reference for all committees and this committee is happy to adopt these. No signatures needed and the clerk is to publish these on the website.	
5	Co-opt non parish councillors to committee – It was suggested the clerk and committee members try to co-opt a minimum of 4 people who are non PC members onto the committee for the coming year. Any interested member of the public is to contact the clerk who will invite along to the next HMC meeting. (<i>Proposed Mr Gary James, seconded Mr Mark Berg. All agreed.</i>)	
6	Minutes of the meeting dated 15th February 2016 to be approved and signed – the chairman signed the minutes. (<i>Proposed Mr Gary James, seconded Mrs Kathy Searle. All agreed.</i>)	
7	Matters arising from previous minutes – Mr Mark Berg is to put the old school bell up in the foyer before the next meeting.	Mark Berg
8	Community Event 2016 – Beer Festival – Mr Mark Berg is organising this along with Mr Rob Gore and other members of the public. It was agreed to change the date to Saturday 3 rd September. The clerk is to book the hall.	Clerk/Mark Berg
9	Review Annual rent – Blasters – it was agreed to keep the rent at the same price for the coming year as the services haven't increased this year. The clerk is to notify the Blasters of the rent and to raise an invoice for October. The terms are to remain the same including free use of the hall for the end of season presentation. (<i>Proposed Mrs Kathy Searle, seconded Mr Roly Searle. All agreed.</i>)	Clerk
10	Potential projects - The clerk shared correspondence from Mr David Gedye which was sent to Mrs Philippa Hope about extending the patio outside the village hall. The committee agreed to keep this on the 5 year plan and to get further quotes as and when money has been raised. The committee felt to extend the patio to the rear lobby of the hall would be more beneficial as this is where any marquee is erected for weddings.	
11	Fund raising events 2016 <ul style="list-style-type: none"> • Craft Fair – The clerk suggested holding the annual craft fair on Saturday 19th November and it was agreed to increase the cost of the tables to £15 for a large table and £12 for a smaller one. It was suggested to have Santa in a grotto in one of the smaller meeting rooms. The clerk is to send invites out and start organising the event. (<i>Proposed Mrs Kathy Searle, seconded Mr Mark Berg. All agreed.</i>) • Traditional Arts Theatre Company – the clerk shared an email from an outside theatre group who are interested in holding an event in the hall. The ticket sales are split and if the HMC do a bar they will take all the proceeds from this. It was agreed for the clerk to go ahead and book a date and start marketing the event. • Other events were suggested – Clairvoyant style event. Sunday Brunch using the pop up restaurant. Band and black tie event in Jan/Feb 2017. Mr Gary James is to speak to his 	Clerk Clerk Clerk/ Gary

	contact to see if they are interested and to get costs.	James												
12	<p>Village Hall Maintenance</p> <ul style="list-style-type: none"> • Gardener – it was agreed that Mr Ray Frost is employed to keep the flower beds tidy at the village hall, once the committee has had a clear up scheduled for Saturday 16th July. • Boiler – the clerk advised the annual service will take place in September of this year • PAT test – the full report showed all items except 2 fans as safe. • New fans – the PC authorised the purchase of 4 new floor fans for the hall to replace those 4 fans which have been lost over the years. • Roof leak – the clerk advised of the leak to one of the flues into the boiler room. Quotes have been obtained to either replace the rubber seal around the flue making it water tight or to remove the flue as it isn't in use. Mrs Kathy Searle advised the flue was installed as a back up. Goodwill Roofing & Cladding Ltd - £570 + VAT ASL - £1247.00 + VAT Cambridge Felt Roofing – didn't want to quote It was proposed to use Goodwill Roofing to carry out the repairs and to keep the flue in situ. (<i>Proposed Mr Mark Berg, seconded Mr Gary James. All agreed.</i>) • H&S – COSHH Sheets – the clerk advised that the COSHH data sheets were all in the cleaning cupboard in a folder and were checked recently. New sheets were added for Fairy liquid and ant spray. Mrs Kathy Searle asked if bleach was used, as this shouldn't be used under any circumstances. The clerk is to check and remove if necessary. The clerk is to ensure the caretaker fully understands the safety procedures for all chemicals used. • Old Village Hall – the PC discussed this during their meeting and agreed for the foyer to be removed as a matter of urgency and to investigate replacement options for the long term future rather than throwing money at it to mask the problems. 	Clerk Clerk Clerk Clerk												
13	<p>Finance</p> <ul style="list-style-type: none"> • FY 2016/17 – review bookings v cost of year to date – the clerk advised that although the income was slightly down for ad-hoc bookings against the budget enquiries were still coming in . CCC are not hiring the hall for as long or as often as in previous years and they are also not having catering to keep their costs down. Regular hall hirers are still happy although Cambsfit has stopped hiring the hall on Friday evenings. • FY 2016/17 – review enquiries v bookings taken the clerk advised that enquiries were still high and the take up of bookings was good. The charity Friday night session has had 3 bookings so far and more interest and the children's party rate has also had 4 bookings with more interest. The clerk has taken some ad-hoc bookings for the summer holidays for children's events and has also been flexible around the main hall booking for parties if the weather is bad. If the hall is available then she has offered to reserve it in case of bad weather and only charge to use the kitchen and small room for food. Although the income is relatively low it offers a great community service to all. <div data-bbox="443 1496 1273 1989" data-label="Figure"> <p style="text-align: center;">Village Hall Enquiries - March - June 2016</p> <table border="1"> <caption>Village Hall Enquiries - March - June 2016</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>total bookings</td> <td>17</td> </tr> <tr> <td>too expensive</td> <td>0</td> </tr> <tr> <td>no response</td> <td>6</td> </tr> <tr> <td>date not available</td> <td>2</td> </tr> <tr> <td>other</td> <td>0</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> • Pricing of gas from ESPO 2016/17 – the clerk advised of the prices for the coming year 	Category	Count	total bookings	17	too expensive	0	no response	6	date not available	2	other	0	
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	<p>which haven't increased on the previous year. The contract is fixed until 2019 and remains the best deal for the hall at this time.</p> <ul style="list-style-type: none"> Mr Mark Berg asked if the clerk could obtain prices for purchasing additional lights to be able to light the opposite ends of the hall when the drapes are in use and also for a glitter ball for the centre of the drapes. Mr Gary James is to send the link to the Tandy website who sell glitter balls. The clerk is to obtain prices for advertising in the village scene. 	<p>Clerk Gary James</p>
14	<p>Any other matters for consideration – Mr Mark Berg asked if the committee would agree to non committee members having keys. It was suggested that this be passed to the PC. Mr Roly Searle asked when the football hedge would be cut; the clerk advised that all parish hedges were due to be cut from w/c 1st August. Meeting Walk would be first but the football hedge would follow so it is ready for the new season.</p>	
15	<p>Date of next meeting – Wednesday 17th August at 8pm.</p>	

Meeting closed at 9.15pm