

Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Meeting 1st November 2016 – Bowerhill School

Members present

Mike Mills, Chris Broom, Rosemary Bellinger, Mark Harris, Marilyn Mills, Sally Turnnidge, Marilyn Williams, Andrew Matthews, Laura Davey, Christie Beaven, Christopher Sealy

1. Apologies for Absence	Andy Gunton, Marie-Anne Dubois, Carol Dowd	
2. Minutes of last meeting	Agreed as a true record	
3. Matters Arising		Action
Multi Media System	<ul style="list-style-type: none"> Information regarding the equipment has been put onto the Web Site under the Rooms tab stating, Main hall with optional multimedia system (terms and conditions apply). The system has been tested by Gavin Owen and Mark Harris and is now fully functional an email will be sent to all the regular users informing them of the new facility and the charge of £5.00 per session. Liability of use to be implemented. 	Sally Turnnidge
User Group Representatives	<ul style="list-style-type: none"> Bowerhill Ladies Group have been informed that they will cease to be represented on the Committee and will be charged the private users rate from September 2016. The Constitution has been amended to reflect that one person cannot represent more than one user group. 	
Defibrillator	<ul style="list-style-type: none"> A course on how to use a defibrillator will be held at the Village Hall on Wednesday 7th December 2016, anyone is welcome to attend. A sign is to be placed on the outside wall of the hall to inform people that a defibrillator is on the premises. 	Andy Gunton
Drain in Car Park	<ul style="list-style-type: none"> The drain appears to be collecting a lot of water, Wessex Water to be contacted re possible blockage. 	Mike Mills
Water Boiler Service/PAT Testing/Alarm CCTV	<ul style="list-style-type: none"> All works have now been carried out and the relevant certificates have been put on file. The maintenance diary has been updated. 	
4. Incident Book Issues		
	<ul style="list-style-type: none"> There was an issue with a recent party when they did not collect the keys and were allowed onto the hall by the previous user, therefore, when they left the hall was not locked. This was discovered by Seamus and also items were left on the draining board. Correspondence between the user and the hall did not resolve the issue but it was decided that the deposit would be refunded. Cuts to the work surface, caused probably by a sharp knife, were discovered following a party and it could not be established who caused this, no further action. 	Carol Dowd
5. Treasurers Report		
	<ul style="list-style-type: none"> The bank figures as at 31/10/16 are: Current Account £4798.57 Deposit Account £6231.58 The outstanding School account has now been resolved. The outstanding Redeemed Church of God account has now been resolved and they have paid the interest that has been added for late payment. The invoices issued for a party cannot be changed, any adjustments can only be done via another invoice or a credit note. 	

	<ul style="list-style-type: none"> The Parish Council Grant application will need to be submitted shortly. 	Carol Dowd
6. Booking Secretary Report		
	<ul style="list-style-type: none"> The bookings are consistent with parties being booked most weekends. We have been unable to accommodate some booking enquiries. 	
7. Correspondence		
	None	
8. AOB		
	<ul style="list-style-type: none"> Christopher Sealy for the Core Church was welcomed to the meeting and was subsequently co-opted onto the Committee. He gave an outline of a possible booking starting on 18th January 2017. Core Church would like a presence on Bowerhill 7 days a week for residents to drop in for coffee and a chat. They would like to set up a 'Pop Up' coffee shop in the main hall with the use of the kitchen facilities and to start with it will run bi-weekly on a Wednesday and will be open 8.30am-4.30pm. The group will use their own Barista coffee machine and will arrange to have the necessary electricity and water supplies connected, this will be sited on the left work surface in the kitchen the coffee machine will be taken away after each session. The group will also have their own coffee shop style tables which will be brought to each session, this is to give the hall a coffee shop atmosphere. There will be 3 people in attendance at any one time and they will set up from 7.30am. A unanimous vote of Committee members present agreed for this to go ahead. The cleaner/caretaker will be contacted re the early start. The booking schedule did not show that the school were using the middle room when the PAT testing was undertaken. This caused problems for the person wanting to access the electrical items being stored in the cupboard. The shelf in the middle cupboard which is used by Busy Bees requires a shelf to be fitted. The lock on the disabled toilet door is causing concern and may need to be replaced. Bing and Google, search engines for the internet, are showing the personal details of Committee members/Trustees. The Bing search engine has been cleared and Google is in the process of being cleared, a letter from them is awaited. A letter has been received from Waitrose stating that the Bowerhill Village Hall will have a token collecting box during October, any money donated will be put into the funds. There is a neighbourhood plan meeting being held in the Village Hall meeting room on Tuesday 8th November 2016 7-9pm, all local residents can attend. The Baby Toddler group would like to use the multi-media system during their Christmas Fayre on 26th November 2016. 	<p>Mike Mills</p> <p>Andy Gunton</p> <p>Chris Broom</p> <p>Mark Harris</p> <p>Mike Mills</p> <p>Sally Turnnidge</p>
Date of Next Meeting – Tuesday 3rd January 2017 7.30pm Meeting closed at 8.50pm		