

Bridge Village Hall Management Committee  
**Minutes of an Ordinary Committee Meeting**  
held on 23<sup>rd</sup> May 2019 at 7.30pm in the Hunter Room, Village Hall, Bridge



**Present:** Jenny Vye (Chairman, History Society), Clive Medhurst (Treasurer, Elected member), Mary Daw (Playgroup), Robert Moon (Bridge Parish Council), Steve Fawke (Bridge Parish Council), Susie Macdonald (Bridge Rainbows Unit), Julia Cooper (WI, Horticultural Society), Steve Varley (Art in Bridge) Mark Esdale (Secretary, Elected member)

**1. Apologies for Absence:** Ann Edmonds (Fish Scheme), Kathy Walder (Horticultural Society, WI, National Vegetable Society), John Corfield (Art in Bridge)

**2. Election of Chairman:** Jenny Vye was proposed by Clive Medhurst, seconded by Steve Fawke and elected as Chairman.

**3. Co-option of members:** None

**4. Election of Treasurer, Secretary and Bookings Secretary:** Clive Medhurst was proposed as Treasurer by Rob Moon and seconded by Steve Fawke. Mark Esdale was proposed for Secretary and Bookings Secretary by Rob Moon and seconded by Steve Fawke. Both were elected.

**5. Confirmation of Minutes of the Ordinary Committee meeting of 22<sup>nd</sup> November 2018:** These were approved and signed as a true record by the Chairman.

**6. Matters arising from the Minutes of the Last Ordinary Meeting and AGM:**

Item 6a. (**Lapel Microphone**) **ME** has sourced one and the History Society reported it is working well

Item 6b. (**Storage of Local History Boards**). **SF** reported he and the Clerk had cleared out a lot of unneeded Parish papers and required just one more session before the cupboard would be ready for the boards.

Item 6c. (**Stacking of chairs**) **ME** had produced a "Chair map" and put two in the hall. It is hoped these will help limit the height of the stacks to five. **SV** suggested a tape on the wall showing "maximum height", **ME** to put one in store room.

Item 6d. (**Descaling Water Heater**). It needed a new filter, not a descale. This has been fitted.

Item 7a. (**Outside lighting**) This is all now working correctly

Item 7b. (**Tea Pot**). **ME** had sourced a replacement large teapot, but the original had turned up again.

**7. Reserves Policy.** The Secretary explained that under the rules of the Charity Commission, it is necessary for the committee to have a reserves policy, stating why the charity needs reserves, what level the charity needs and how it will establish and maintain that level and arrangements for monitoring the reserves.

The balance in the accounts at 31st December 2018 was £9,256. It was **agreed** to designate reserves as follows:

Restricted Reserves		None
	Estimated cost	
Redecoration	£3,000	£1,750
Damp remediation	£3,000	£1,750
Floor	£4,000	£1,750
Hunter Room carpet	£1,500	£1,000
Boiler	£3,000	£1,750
Unallocated reserves		£1,256

The reserves policy is reviewed annually at the Ordinary General Meeting following the AGM.

**8. Hire Charges.** It was **agreed** to increase hire charges at an inflationary level, since they had not increased since 2017. The new charges will be:

Main Hall	Hunter Room	
£13.00 per hour	£10.00 per session	<b>General rate</b>
£8.50 per hour	£8.00 per session	<b>Local rate</b>

Regular users not on an hourly rate will have increases in the order of 5%

## 9. Matters for discussion

**9a. Simultaneous Bookings.** A situation had occurred when a group that had hired the hall were using the kitchen for a demonstration and a group that had hired the Hunter Room wished to use the kitchen for making tea. This is a very rare occurrence. However, it was **agreed** that a tick-box should go on the booking form if a hirer needed exclusive use of the kitchen.

**9b. Radiator Covers.** **MD** requested that they be firmly fixed to the wall. **RB** offered to help **ME** with this. It was **agreed** to purchase two more covers, for under the hatch and by the inside doors. One is not needed for the one by the piano.

**9c. Heating.** **ME** reported that a user had called up asking why the heating was not on, some 1½ hours before their booking started. It was **agreed** that the information given to hirers should include a note that heating is set to come on half an hour before the booking commences.

### 9d. Front Door.

1. Thanks to **SF** for assisting in fitting a new panic bar. The doors now open correctly and stay closed when needed.
2. Following a request from users, hooks have now been fitted to allow the doors to

be held open.

3. Notices.: Some users had been sticking notices to the door and it is now looking a bit shabby. It was **agreed** to fit an A4 noticeboard to allow user to place pertinent signs. **SV** suggested that that a snap frame might be suitable. **ME** to source,  
4. Repair. **ME** will paint the doors over half term. **SF** offered to look at doing restoration work over the Summer holidays – this will require removal of the doors for a while.

**9e. Hatch.** **SF** to look into making doors to provide sound-proofing for the hatch.

## **10. Any Other Business**

- Loan of chair. Following a request from her son (on Mothers' Day), it had been agreed by the Chairman, Treasurer and Secretary to lend one of the new chairs with arms to local resident Dorothy King. Two new chairs has been bought to ensure no shortage in the hall.

**11. Date of next meeting:** Thursday 21<sup>st</sup> November 2019

**Meeting closed at 8.23pm**

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