

Bridge Village Hall Management Committee  
**Minutes of an Ordinary Committee Meeting**  
held on 25<sup>th</sup> May 2017 at 7.30pm in the Hunter Room, Village Hall, Bridge



**Present:** Clive Medhurst (Elected Member), Mary Daw (Playgroup), Susie Macdonald (Rainbows), Ann Edmonds (Fish Scheme), Kathy Walder (Horticultural Society, WI, National Vegetable Society), Alan Atkinson (Bridge Parish Council, Chess Club)

Clive Medhurst took the chair for the meeting

**1. Apologies for Absence:** Jenny Vye (Chairman, History Society)

**2. Election of Chairman:** Jenny Vye was proposed *in absentia*, but with consent, by Kathy Walder, seconded by Ann Edmonds and elected as Chairman.

**3. Co-option of members:** Mark Esdale was proposed by Alan Atkinson, seconded by Kathy Walder and appointed by those present.

**4. Election of Treasurer, Secretary and Bookings Secretary:** Clive Medhurst was proposed as Treasurer by Kathy Walder and seconded by Mary Daw. Mark Esdale was proposed for Secretary and Bookings Secretary by Kathy Walder and seconded by Susie Macdonald. Both were elected.

**5. Confirmation of Minutes of the Ordinary Committee meeting of 24<sup>th</sup> November 2016:** 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 8d (Water Heater Instructions) was still outstanding..ME to do this.

**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 2017 was £7,059. It was **agreed** to designate reserves as follows:

Restricted Reserves	None
Redecoration	£1,250
Damp remediation	£1,250
Floor	£1,250
Hunter Room carpet	£500
Boiler	£1,250
Unallocated reserves	£1,559

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

**8. Hire Charges.** It was **agreed** to increase the hire charges with effect from 1st September 2017. This is the first rise since 2014. The new charges will be:

<b>Main Hall</b>	<b>Hunter Room</b>	
£12.50 per hour	£9.50 per session	<b>General rate</b>
£8.00 per hour	£7.50 per session	<b>Local rate</b>

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

**9. Housekeeping**

**9.1 Tables.** KW and ME to form a working party to look the the tables

**9.2 Chair stacking.** Users are stacking them too high. ME to replace signs

**9.3 Radiator Cages.** ME to investigate cost.

**9.4 Plug inserts.** The use of so-called "safety covers" is now banned in the Village Hall due to dangers posed, as recommended by the NHS. ME to ask electrician to check existing sockets have not been damaged.

**9.5 Polling booth.** It was **agreed** to store this in the Hunter Room, on behalf of the City Council Electoral Services.

**10. Any Other Business**

- Hatch Cover. Still needs to be replaced as the fire curtain is not suitable.
- Front Door. ME to chase Tom Grimer.

**11. Date of next meeting:** Thursday 23<sup>rd</sup> November 2017

**Meeting closed at 8.31pm**

Chairman..... Date.....