

# HAZELBURY BRYAN VILLAGE HALL COMMITTEE

MINUTES OF THE MEETING ON 21<sup>st</sup> October 2024 at 7.30pm

**PRESENT:** Amanda Dance (AD) Chair, James Porter (JP), Carol Lewis (CL), Paul Stredwick (PS), Afric McCarter (AMcC), Tracey Collins (TC), Martin Richards (Parish Council Liaison) (MR)

**APOLOGIES:** Lynn Dean (LD), Clive Rance (CR).

**ABSENT:** Nil.

**MINUTES:** The Minutes of the Meeting held on 2<sup>nd</sup> September 2024 were agreed and signed off by the Chair.

## **MATTERS ARISING:**

- **AD** – In response to a request about certification for works done, Neil Robson (**NR**) has the relevant certificates for all work he undertakes but they are only necessary for domestic properties.

## **FINANCIAL REPORT:**

- **AMcC** presented the financial report for the period 24<sup>th</sup> August 2024 to 25<sup>th</sup> September 2024. Money in totalled £113.10, to include donations and income from user groups. Money out totalled £161.90, to include works done and equipment bought. The current account stands at £8948.32. The savings account stood at £10857.86, plus the takings from the history talk bringing the new balance to £11826.
- **AMcC** reported that Wessex Internet had drawn more than expected from our direct debit. She has written to them for an explanation and awaits a reply.
- **JP** reported that attendance at Film Night was 28. Income was not available at the time of reporting. The next film will be “From Here to Eternity”.
- **TC** restated her wish to purchase a card reader for fundraising events. Agreed by the committee. **TC** will write a policy for use and storage.

## **COMMITTEE:**

- **AD** confirmed that Val Ruby (**VR**) will be joining the committee but was unable to attend this meeting. **AD** reminded the committee that we still need new members and should consider potential candidates.
- **TC** is aware of a neighbour who may be interested and will look into this further.
- **CL** announced that 4<sup>th</sup> November will be her final committee meeting before retiring from the committee.
- **CL** suggested placing an article in the Hazelbury Bryan Bytes circular to recruit new committee members. **TC** also suggested a similar entry on the Parish Council website.  
**Action;** **AD** to liaise with Vanessa Weddell re publication of above.

#### **REPORT FROM PC REPRESENTATIVE:**

- **MR** reported that the PC have voiced concerns about decisions that have been taken in relation to PC assets without prior discussion with the PC. Reference was made to work undertaken at the playing field. **MR** suggested that good communication with the PC was advisable. **AD** noted the advice and pointed out that we are the management committee appointed to make decisions in relation to HBVH and we have a PC representative at our meetings to ensure proper communication.
- **MR** stated that the PC are interested in the income from our solar panels. **AD** reported that Ivana Booker (**IB**) had sought the Octopus export tariff we had agreed upon in the hope we would be benefitting from income by now, however this deal had fallen through. **IB** continues to work on setting up an export tariff and, as a Parish Councillor, could report directly to the PC.

#### **REPORT ON STRATEGIC PLAN (SP):**

- **CL** – Our Strategic Plan was approved 6 months ago and is due its first 6 month review. This will be circulated shortly.
- **AD** pointed out that **CL**'s roles on the committee will need to be taken on by other members when she retires. **AD** will take on the Strategic Plan.

#### **GRANTS/FUNDING UPDATE:**

- **TC** reported that most grants offered by supermarkets are now closed. She continues to pursue funding from Lidl.
- **TC** is trying to meet with the DCA funding expert to glean new ideas.
- **TC** has started advertising the next vintage clothing sale. **TC** restated the need for a HBVH Facebook account and offered to set one up. Agreed by the committee.
- **TC** observed that there had been little interest in the suggestion of a bingo night so will not pursue this.
- **TC** suggested a Christmas event such as a quiz night with mince pies and mulled wine offered upon entry. There was interest and a general discussion about logistics. 14<sup>th</sup> December 2024 was agreed upon as a suitable date with further discussion required outside the meeting.
- **TC** needs donations of clothing for the vintage clothing sale. **MR** offered to provide rails to display clothing.

#### **REPORTS FROM USER GROUPS:**

- **CL** – The catering group apologise that they will not be able to hold their fundraising event before Christmas but hope to be able to do so in the New Year.
- **CL** – There have been two reported incidents of dogs being brought into the hall. The catering group have requested that the policy preventing this be made known. **CL** has amended the Hire Agreement and wishes to put up a sign stating "Assistance Dogs Only". Agreed.
- **AD** reported that she and **CL** are working on getting a representative on the committee for each user group, in compliance with our original trust document. **Update** – representatives have been agreed for all bar one user group at the time of writing.

#### **HALLMARK:**

- **AD** and **CL** have reviewed the work we have done and what remains to be done. They have concluded that we are close to being ready for HM1. The priorities are finance policy, health and safety policy, hire agreement and Charity Commission admin. Having informed Caro Hart from DCA that we did not feel ready for the original assessment date, Caro is

encouraging us to postpone the HM1 assessment to 11<sup>th</sup> December 2024 when she can also advise on our readiness for HM2. If we are unsuccessful with HM1, she expressed a willingness to assess us again in January at no additional cost. Given that funding for Hallmark might not be available next year, the committee agreed to accept this offer.

- **TC** volunteered to replace **CL** as a contact for DCA. Accepted.

## **POLICIES:**

- **CL** – The Data Protection Policy is complete and has been read by those present who have signed a form to that effect. The next policy to be circulated will be the WiFi Policy.

## **WiFi:**

- **TC** wrote to Wessex Internet to request additional channels for our various needs. We now have separate logins for solar panel data/export, guests' use and admin/committee use. **TC** will replace the card with login details for hirers to use the guest channel.

## **HEALTH & SAFETY:**

- **AD** – The General Risk Assessment is nearing completion.
- **CL** presented key points from a Dorset & Wiltshire Fire Service presentation about the Building Safety Act 2022. This was given at the DCA Village Halls Event attended by **CL** and **PS** on 12<sup>th</sup> September 2024. The key points are as follows;
  1. A village hall committee is designated as the “responsible person” under the Act.
  2. The responsible person must ensure a Fire Risk Assessment is completed by a “competent person”.
  3. It is recommended that the competent person, in the first instance, is qualified.
  4. The FRA must be regularly reviewed – at least annually and whenever major changes are made to the hall or its usage.
  5. All committee members should be aware of the findings and required actions and an action plan prepared.
  6. We need fire safety/precaution procedures, including an emergency evacuation plan.
  7. Users must be made aware of the procedures/plan at 6 above.
  8. Contractors must be aware of risks.
- **CL** and **AD** have obtained three quotations for a FRA by a qualified “competent person”.
  1. **Vale Fire and Safety** (recommended and used by Ibberton VH) - £360.
  2. **Chubb** - £650.95.
  3. **Fireline** - £450.30.The committee agreed to instruct Vale Fire and Safety.
- **CL** – The following points from the General Risk Assessment require discussion;
  1. For the purposes of excluding children from the kitchen, what is the age of a child? – **PS** observed that the legal definition of a child varies according to the legislation applicable to the circumstances. It should, therefore, be for the hirer who is responsible for the activity to decide what constitutes a child and the term “child” should suffice for our RA without further explanation. Agreed.
  2. For the purposes of committee-hosted catering events, we require another committee member to have food safety training. **AD** volunteered to renew her lapsed qualification.
  3. Should we require contractors to provide a copy of their general risk assessment? Agreed that we should.
- **MR** restated his offer to provide grit for our new grit bin but noted that the bin was not accessible. **AD** to liaise with **MR** and arrange a time for delivery so that the bin can be removed from the shed, where it kept to prevent theft when empty. The two metal bins behind the hall can also be used to store grit.

## **INSURANCE:**

- **AD** – We now have a copy of our insurance policy. Committee members should check its contents prior to agreeing future renewals.

## **MAINTENANCE:**

- **AD** – **NR** continues with our ongoing list of works.
- **AD** will arrange a decorating rota for the VH Working Party – Round 2.
- **AD** – We need someone to take over **CL**'s responsibility for the flower planters and "Grounds Maintenance" Whatsapp group. **AMcC** volunteered.
- **PS** will clear and check the gutters.

## **COMMITTEE MEMBERS:**

- **CL** reported that Jill Noades had expressed an interest in joining the committee, although this would be short-term as she intends to move from the village. Following discussion, it was felt that, with our current workload, the learning curve would be excessive for a short-term member. **CL** to feed back our thanks but decline the kind offer.
- **CL** has been approached about an open gardens event being organised by the church for next year. It is proposed to have two start points; the village hall and Manor Farm. The entry fees paid will be divided equally between the church and HBVH. Refreshments will be available at both locations with the income made at the hall retained by us and that from Manor Farm going to the church.

## **AOB:**

- **AD** is producing a list of works done to the hall.
- **AD** has noticed that our hire agreement mentions a computer being available for use. She asked if this is the case. **JP** stated that we do have one but it is aged and no longer fit for purpose. **AD** suggested removing reference to it in the hire agreement and disposing of it. Agreed.

There being no further business, the Meeting was closed at 9.40pm. The next Committee Meeting will be held on **Monday 4<sup>th</sup> November 2024**, at 7.30 p.m. in the Village Hall. **AMcC** offers apologies in advance for her absence.

Future Committee Meetings 02 Dec, 06 Jan 25, 03 Feb 25, 03 Mar 25, 07 Apr 25.

Paul Stredwick (in the absence of the Secretary).  
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