

BROOMFIELD PARISH COUNCIL

**Minutes of the Broomfield Village Hall Committee
Held in the Council Office at Broomfield Village Hall
Monday 2nd September 2019**

19/9.	Members attending Chairman Trevor Jones Cllrs Hubble, Faulds, Mercer. Also present The Clerk, the admin officer.
19/10.	Declarations of interests There were no declarations of interest.
19/11.	Public Question Time There were no members of the public present.
19/12.	To consider advertising for a relief Caretaker/cleaner. Prior to any decision, the committee will consult with staff to evaluate the alternatives. The requirements for relief cover, additional cleaning and basic maintenance. This will have implications for existing staff so careful consideration will be required.
19/13.	To add an additional emergency contact number for the Village Hall. It was noted that TJ was the advertised contact, SJ to be approached, and relief caretaker to be appointed.
19/14.	To consider information received regarding regular hirer. It was noted that the hirer is paying for additional cleaning time, and this arrangement has been managed for many years. It is essential that the floor is cleaned thoroughly after this use and this must be resolved. As a regular hirer, this is to continue, but similar hires would not be accepted in future.
19/15.	Financial Matters
a.	The annual accounting report was approved. Steff to be congratulated for keeping the accounts in good order. The monthly financial reports were noted.
b	Following a discussion about the accounts, it was agreed to receive the cash summary, bank statement, income and expenditure, bank statement.
c	To consider quotation for the repair of the partition at a cost of £615.00 Noted and approved.

d	To consider quotation for a deep clean of the Village Hall at a cost of £250.00 Noted and approved, there will be some staff involvement.
e	To consider replacing 3 x emergency lights in the large hall at a cost of £348.60
f	To note the price for repairs to the door The Committee would be prepared to consider the work with a five year warranty.
19/16.	To confirm the date of the Seniors Lunch, 19th February 2020. The date was noted, and the Fleeting Shadows will be booked.
19/17.	To receive Health and Safety Inspections for the Village Hall and car park. The inspections were noted. The Clerk will pursue the outstanding repair of the bowls club cabinet.
19/18.	Items for next agenda. To notify the clerk.