

Broomfield Village Hall Charity (301266)

Minutes of Broomfield Village Hall Charity

Monday 11th March 2019 in Broomfield Village Hall

19/13. Welcome and those present

Chairman	Cllr Jones
	Cllr Hubble
Ex-officio	Cllr Barnes
The Clerk	

19/14. Apologies for absence

Apologies were received from Cllrs Garwood and Mercer

19/15. Minutes of previous meeting held on 4th February 2019

The minutes of the previous meeting were noted and signed by the chairman

19/16. Finance review

a. The finance report for February 2019 was noted.

The Committee noted that MUGA income was in surplus to budget with one month still to go.

The Clerk confirmed that salary payments would be paid directly from the Village Hall account starting April 2019.

To ensure that the CIF money would be spent in the correct year, it was agreed to request a £20k stage payment invoice from the adventure cycleway contractor.

b. Fundraising / community events

Essex and Herts Ambulance service event staged on 16th March.

The Committee has received very positive response from the attendees to the seniors lunch.

c. Potential for event to commemorate the opening of the cycleway

BBC involvement not confirmed, but a programme of events is still being considered.

19/17. Maintenance

a. Legionella testing.

Given the minor risk, it was confirmed that the test would be done every other year with a test due in 2019. It was agreed that the cleaning schedule would include running the taps in the small hall.

b. Replacement fire door

The Committee accepts the quotation for a replacement door. The Clerk will make an insurance claim for the damage. If successful, the hirer will be recharged for the excess, otherwise recharge the hirer for 60% of the cost.

c. Replacement blinds

The existing blinds are difficult to use and liable to be damaged by careless users. It was agreed to replace the hall and kitchen windows with low-cost roller blinds.

19/18. INFORMATION:

- a. The Monthly Health and Safety Report was noted.

19/19. Extending hall to accommodate library.

- a. To note correspondence with ECC

It was agreed that the charity would wait to see what the library consultation shows, and how the County Council responds. It was noted that an extension to the hall would cost between £80k - £120k, and this would provide a potential solution to the need for non-library functions that would be in need of a space should the library close.

19/20. To consider security arrangements for car parking.

The Clerk will instruct the barrier maintenance company to provide an alternative timer solution that will allow greater control of opening and closing times, and the ability to disable the auto exit capability.

The Clerk will get indicative prices for additional security.

19/21. Staffing

- b. Administration Officer job description

The job description and scale point were noted and approved. The salary increase would be backdated to 4th January 2019.

- c. Relief cleaner caretaker job description.

The JD was noted and approved. The Clerk will evaluate the job and provide a SCP point as a basis for negotiation with current and potential staff.

19/22. Projects

- d. Adventure cycleway-

Work commenced 24th January. Completion March 2019.

19/23. No Items were proposed for future meetings.

19/24. Date of next meeting, Monday April 15th