**Broomfield Village Hall Charity (301266)**

Members of the Village Hall Committee

You are summoned to the meeting of Broomfield Village Hall Charity to be held on Monday **3rd June 2019** in Broomfield Village Hall, 158 Main Road, Broomfield at **12.00 noon**.

1. Welcome and those present

Cllrs Mercer, Hubble, Faulds.

Also present Mr Jones,

The Clerk, Admin Officer, Village attendant.

1. Appointment of Chairman

Mr Jones was nominated by Hubble seconded Cllr Mercer and elected unopposed

1. To consider the co-option of Trevor Jones to the Committee

Resolved. Trevor Jones will be co-opted to the committee. Proposed Cllr Faulds seconded Cllr Hubble and carried unanimously.

1. Apologies were accepted for Cllr Howell.

It was noted that not all councillors could attend daytime meetings and an alternative schedule would be considered.

1. The notes of the previous meeting held on 23rd April 2019 were noted.

1. Finance review
   1. Appointment of signatories.

Cllr Faulds nominated Cllr Jones seconded Cllr Mercer.

* 1. Finance report for April 2019.

The report was noted.

* 1. Fundraising / community events

Mr Jones reported that CCC and Radio Essex have been approached about supporting an event to mark the opening of the cycleway. Events held in the Hall have already raised £1,700 for the Essex air ambulance and a dinner dance is planned for July with the fleeting shadows performing.

* 1. Year-end accounting statement if available

The accounts are still with the accountant.

1. Maintenance
   1. Replacement fire door. Update.

Remind AA that work is outstanding. If no response, then claim from the VH insurance and reclaim the excess from hirer

* 1. Redecoration. Update.

Rather than getting the Attendant to do the work, get quotes from contractor.

* 1. Ceiling repairs.

A quotation has been received to repair the suspended ceiling and installing stronger tiles to protect the tiles by the sliding doors. The quote for £530 was accepted.

1. INFORMATION:
2. Monthly Health and Safety Report.

There are no urgent issues to consider.

The Attendant reported that the lights in the foyer were emergency lights that should not be on permanently.

1. To consider security arrangements.

Although the idea of security patrols seem attractive, they would be expensive and may not prevent the problems. CCTV is only of value if the authorities are willing to follow-up the evidence. The preferred solution will be to improve physical security.

* 1. Car park barrier re-location.

While it is clear that physical security needs to be improved, it is not clear what solution will be the best. As an initial step, the barrier will be repaired and the programming will be improved. This will be supported by removable bollards installed in Angel Lane but that will require locking and unlocking to regular intervals.

* 1. External lighting.

Quotations have been received but further research is needed as the prices are too varied to be reliable.

* 1. CCTV.

Upgrading to infra-red and ANPR would cost £3,000.

1. Staffing update

A resident has expressed an interest in locking and unlocking and may be interested in working as a relief caretaker. The Clerk will meet and explore the possibility.

1. Projects
   1. Defibrillator – location and installation update

The current delivery date is 10th June.

* 1. Adventure cycleway-

The final payment is now due for payment and will be signed-off at the next full council meeting.

There are no items for future meetings.

1. Date of next meeting

1st July 2019