

Bovingdon Parish Council

Memorial Hall Management Committee
held in
The Memorial Hall

27 November 2019 starting at 2.00 p.m.

Present:

Councillor Julia Marshall
Councillor Julie Steer (Chairman)
Councillor Alison Gunn

Also present:

Mike Kember, Parish Clerk

1.	Appointment of Chairman of the Memorial Hall Management Committee to hold office until the next Annual Meeting of the Parish Council	
	Councillor Julie Steer was nominated and appointed Chairman of the Memorial Hall Management Committee until the next Annual Meeting of the Council.	
2.	Apologies for Absence	
	Apologies for absence received from Councillor Pauline Wright.	
3.	Declaration of Interests linked to any of the Resolutions	
	Councillor Steer declared an interest in Item 8 due to her membership of the Ladybirds and Village Market.	
4.	Minutes of Meeting held on 16 October 2018	
	It was agreed by those present at this meeting that the minutes of the meeting held on 16 October 2018 were a true representation of the meeting and the minutes were signed by Councillor Steer.	
5.	Matters arising from the Minutes of the Meeting held on 16 October 2018	
	There were no outstanding matters, which are not on the substantive agenda.	
6.	To review spend to 30 September 2019	
	Councillor Steer presented the paper produced by the RFO, which was noted. The issue of reduced income was raised and will be monitored. Advertising the Memorial Hall was considered to be reviewed when more detail of income available.	
7.	To discuss the draft budget for 2020 -21	
	Councillor Steer presented the paper produced by the RFO. Proposed to increase the expense budgets by a percentage increase for inflation. No special item expenditure was identified. The state of the Main Hall and Clubroom décor to be reviewed by Committee members but does not require budgeting at this time	Hall Committee
8.	To review Hire charges for 2019 - 20	
	It was proposed to recommend to the Parish Council meeting to be held in January an increase in the Hall charging (details to be circulated), to take effect from 1 April 2020. There has also been some minor 'tweaking' to ensure fairness and uniformity.	Parish Clerk
9.	Health & Safety issues	

9.1	Risk Assessment	
	Councillor Steer circulated a draft of the Risk Assessment Policy, which was agreed. To be loaded on website.	Councillor Steer
9.2	CCTV policy	
	Councillor Steer raised the issue of a CCTV policy. This is to be drafted and circulated to Committee members for final approval by the Parish Council	Councillor Steer
10.	Issues & progress report :	
10.1	Outstanding maintenance issues	
	A leak has been identified in one of the rear Hall storage cupboards and is awaiting repair	
	A large hole / uneven surface has been repaired on the forecourt	
11.	Review of 5-year Memorial Hall maintenance plan	
	Hall committee to review state of main hall and clubroom and identify any works required for 20-21 budget. Any painting works required would have to be done over the Christmas period to avoid Hall bookings.	
13.	Any other business	
	None	
14.	Date of next meeting	
	To be advised.	
	Meeting closed at 3.00 p.m.	