



9 Bramley Grove  
Bluntisham  
Huntingdon  
PE28 3XG  
Tel: 01487 841977  
Tel: 07725 308115  
Email: [bluntishamclerk@gmail.com](mailto:bluntishamclerk@gmail.com)

**Bluntisham Parish Council**  
**Minutes of the Hall Management Committee (HMC)**  
**Monday 12<sup>th</sup> June 2017 at 8.00 pm at Bluntisham Village Hall**

**Present:** Mr Roly Searle, Mrs Kathy Searle, Mrs Joan Gutteridge, Mr Gary James, Mrs Cynthia Curtis, Mrs Tracey Davidson (Clerk)

	<b>Open Forum – Nothing</b>	<b>Action</b>
1	<b>Election of Chairman</b> – Mrs Joan Gutteridge proposed Mr Roly Searle to be Chairman for the coming year. <i>(Proposed Mrs Joan Gutteridge, seconded Mrs Cynthia Curtis. All agreed.)</i>	
2	<b>Members to sign terms of reference</b> – All committee members in attendance signed the terms of reference. The clerk is to ensure Mr Mark Berg & Mr Martin Crowhurst sign at a later date.	Clerk
3	<b>Declaration of Interest for items on the Agenda</b> – None	
4	<b>Apologies for absence</b> – Mr Mark Berg	
5	<b>Minutes of the meeting dated 10<sup>th</sup> April 2017 to be approved and signed</b> – Mr Roly Searle signed the minutes. <i>(Proposed Mrs Kathy Searle, seconded Mrs Joan Gutteridge. All agreed.)</i>	
6	<b>Matters arising from previous minutes</b> – None.	
7	<b>Village Hall Fees</b> – Mrs Joan Gutteridge asked for a full review of the hall hire fees for all hirers. The clerk summarised the costs v costs for surrounding villages. It was agreed to keep the hall hire fees the same including the costs of hire for the sports hire. A request from the Blasters to use the changing rooms for the Under 17's matches in the coming year was discussed and it was agreed a cost of £35 per match would have to be charged, this cost is to cover the unlocking, cleaning, wear and tear. It was to be noted that a monthly fixture list would be required in advance and any cancellations are to be reported to the clerk by the Friday lunchtime. The home team manager is responsible for ensuring the changing room door keys are all returned. The clerk is to notify the Blasters of the decision and costs and to confirm no increase to the hire fees for 17/18. <i>(Proposed Mr Gary James, seconded Mrs Cynthia Curtis. All agreed.)</i>	Clerk
8	<b>Fund raising events 2017</b> <ul style="list-style-type: none"> <li>• <b>90s Quiz</b> – Tickets are still available for the 90's quiz on 15<sup>th</sup> July. Raffle prizes to be purchased by the clerk as before and bar to support the free disco after the quiz. All committee members who are available to help on the night to confirm asap.</li> <li>• <b>Britain on tour</b> – the clerk advised that this hasn't been booked due to the demand for the quiz night. It was agreed to book for March 2018.</li> <li>• <b>Pop up restaurant</b> – next one booked for Wednesday 20<sup>th</sup> September. Bar needed.</li> <li>• <b>Puzzle night</b> – clerk to advertise at the quiz night and promote as a family night. £10 per team maximum of 20 teams. 23<sup>rd</sup> September from 6pm. Mr Gary James happy to coordinate on the night.</li> </ul>	All Clerk All Gary James/clerk
9	<b>Village Hall Maintenance</b> <ul style="list-style-type: none"> <li>• <b>New tables</b> – the clerk advised costs from ESPO are approx £150 - £200 per table and due to the maintenance costs for the field store no funds are available in the budget. It was agreed to ask if anyone has any furniture available and Mr Gary James is to contact his colleague at CCC.</li> <li>• <b>PAT testing</b> – the clerk advised this is now due and shared the quotes obtained. It was agreed to use Plugtest for another year as they tested the IT equipment at the clerks home FOC.</li> </ul> <b>Plugtest - £90 + VAT</b>	Gary James Clerk

	<p>Janus Safety solution - £120 + VAT HT PAT testing - £75 + VAT</p> <ul style="list-style-type: none"> <li>• <b>Drains</b> – the clerk asked for approval to get the annual service of the foul water by PPV. The clerk raised concern with the drain near the field store and the rear door in the recent heavy rain. It was agreed to monitor and only investigate if it continues.</li> <li>• <b>CCTV Operating Procedures</b> – the clerk has produced an operating procedure with guidance on access, etc to the new CCTV system. It was agreed for the data manager (clerk) and Chairman of the parish council to be the signatories and responsible persons.</li> <li>• <b>Kitchen hygiene</b> – Mrs Kathy Searle raised concern with the levels of food hygiene in the kitchen by hirers. It was agreed to purchase signs to advise what should be stored where in the fridge and for the clerk to produce a checklist for the caretaker to ensure the required equipment is in the kitchen. Mrs Kathy Searle said the village hall should be inspected and have a food hygiene safety rating by HDC. <i>Post meeting note: the clerk confirmed this isn't necessary as it is the hirer/caterer who is responsible for providing any food rating and not the village hall.</i> It was agreed for the clerk to purchase storage boxes for all cutlery and glass jugs to reduce any contamination. To update the safety signs and to update the hall agreement. <i>(Proposed Mr Gary James, seconded Mrs Joan Gutteridge. All agreed.)</i></li> <li>• <b>Maintenance logs</b> – Mrs Kathy Searle asked if the smoke detectors are cleaned and if so where this is logged. The clerk advised the detectors are checked annually and the record is kept but cleaning isn't carried out due to the location of the detectors. Mrs Kathy Searle wants a formal log for the boiler room and the clerk is to produce this and discuss the areas for action to be taken with the caretaker.</li> <li>• <b>Pitch maintenance &amp; hedge cutting</b> – the clerk advised the spraying of the pitches was £135 + VAT which is a £10 increase on 2015. It was agreed to continue with using UK Amenity as they did a great job last time. The clerk advised the hedge would be cut by HDC mid-late August. <i>(Proposed Mr Gary James, seconded Mrs Cynthia Curtis. All agreed.)</i></li> </ul>	<p>Clerk/Chairman</p> <p>Clerk</p> <p>Clerk/caretaker</p>
10	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• <b>FY 2017/18 – review bookings v cost of year</b> – the clerk shared the updated figures which are on track. Despite bookings being low for August, this is in line with previous years. 2 bookings for March 2018 have been taken today, both for full day hire.</li> <li>• <b>Budget update</b> – the clerk advised the hall maintenance budget had been spent and only urgent maintenance would be carried out for the remainder of the year. More fundraising to generate income to cover the tables, etc is needed.</li> </ul>	
11	<p><b>Any other matters for consideration –</b> Mrs Kathy Searle asked if cones could be put out when the new field store doors are open to reduce the risk of accidents from children who use the pathway as a cycle route. Mrs Joan Gutteridge asked if the shower heads are checked regularly, the clerk confirmed this is done monthly in line with regulations. Mrs Cynthia Curtis suggested a fundraising event for 2018 and shared the detail with the clerk to investigate further. It was agreed to try and book a date in October 2018 for Royal Airforce Wyton Voluntary band to come and play. Although they charge a fee of £200 this would easily be absorbed by ticket sales. Suggested raising funds for “help for heroes”. The clerk is to add to the next agenda with further details.</p>	<p>Clerk</p> <p>Clerk</p>
12	<p><b>Date of next meeting</b> –Monday 14<sup>th</sup> August 8pm Meeting closed at 9.35pm</p>	

