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**Bluntisham Parish Council Minutes of the Hall Management Committee
Monday 11th January 2016 at 8.15 pm at Bluntisham Village Hall**

Present: Mr Roly Searle, Mr Mark Berg, Mr Gary James, Mr Mike Francis, Mrs Philippa Hope and Mrs Tracey Davidson (Clerk)

Also present: 2 members of the public

	Open Forum: Nothing was raised during the open forum.	Action
904	Declaration of Interest for items on the Agenda – None	
905	Apologies for absence – Mrs Anne Parsons & Mrs Kathy Searle.	
906	Minutes of the meeting dated 26th October 2015 to be approved and signed - Minutes approved and signed by the Chairman. <i>(Proposed Mr Mark Berg, Seconded Mr Gary James. All agreed)</i>	
907	Matters arising from previous minutes – None.	
908	Hall Maintenance: <ol style="list-style-type: none"> Internal painting – the clerk obtained quotes for painting the hall. Splitting it into 3 areas: The entrance hall and meeting rooms, the main hall and the rear lobby and changing rooms including the toilets. After lengthy discussion it was agreed to go with the cheapest quote and initially get the rear lobby, changing rooms and toilets painted. The successful quote was awarded to Chris Nichols. The clerk is to make the arrangements for the work to start in the new financial year. <i>(Proposed Mr Gary James, seconded Mr Mark Berg. All agreed.)</i> Hedge & Flowerbeds – the clerk obtained quotes for clearing the flower beds in front of the hall and to the entrance of the car park as well as cutting the shrubs around the car park. The successful quote was awarded to Fergusson’s. The clerk is to make the arrangements for the work to start in the new financial year. <i>(Proposed Mr Gary James, seconded Mr Mark Berg. All agreed)</i> Floor – the clerk obtained quotes for resanding and sealing the hall floor. It was agreed not to pursue this at this time but to revisit in the future. <i>(Proposed Mr Mark Berg, seconded Mr Gary James. All agreed.)</i> CCTV – It was agreed not to upgrade the current system at this time. <i>(Proposed Mr Mark Berg, seconded Mr Mike Francis. All agreed.)</i> Replace hall bulbs with LED – the clerk obtained quotes to replace the fluorescent tubes in the hall with LED ones. The costs are approximately £180 per light fitting making the total cost £2880 without any scaffolding hire. The approximate reduction in electricity cost is around 50%. It was agreed not to pursue this at this stage but to revisit in a couple of years. <i>(Proposed Mr Gary James, seconded Mr Mike Francis. All agreed.)</i> 	Clerk Clerk
909	Parish Canopy review quotes – the clerk obtained quotes for purchasing a parish marquee which funds have been raised from the WW2 and craft fair events held in 2015. The successful quote was awarded to Gala Tents. The clerk is to go ahead and purchase the marquee. <i>(Proposed Mr Gary James, seconded Mr Mike Francis. All agreed.)</i>	Clerk
910	Community Event 2016 – the clerk has obtained quotes for an outdoor cinema, however, this is likely to cost over £2000 and it was agreed is not a viable option. The suggestion of having a beer festival over the weekend with a hog roast. Mr Mark Berg, Mr Gary James and Mrs Philippa Hope are to obtain initial information. It was suggested that an event’s committee is set up to help with organising this and other community events. The clerk is to add this onto the parish council agenda for approval if the committee want the clerk to sit on this group. Other options for events in the year included: Mid Summer Madness disco, quiz night, craft fair, pamper event.	Mark Berg/Gary James/Philippa Hope Clerk
911	Health & Well being event – 2016 – it was agreed the clerk is to find out the exact date for this event and the committee will make a decision on the village hall.	Clerk
912	Hall Hire agreement & deposits – Mrs Philippa Hope raised concern with the caretaker	

	<p>and clerk locking up after a party (midnight – 1am) alone. It was agreed to change the hall hire agreement for future bookings who hire the hall until midnight to reflect the doors will be locked at midnight and the hirer comes back by 10am the following day to clear away. A minimum of 2 people are to be present when locking up and the clerk is to ensure a monthly schedule of hire is shared with the committee for them to agree who will be the 2nd person locking up. It was agreed that a deposit for 18th & 21st parties should increase to £500. The clerk is to investigate the option of using paypal for deposits to be paid into and out of rather than the cheque process. The clerk is to rewrite the hall hire agreement and share before the next full HMC meeting. (Proposed Mr Mark Berg, seconded Mr Mike Francis. All agreed.)</p>	Clerk												
913	<p>Hall hire – wedding brochure A lengthy discussion was had around the benefits of producing a brochure to promote the hall. Initially the idea was to produce a specific wedding brochure, however, it was agreed it would be more beneficial to produce a brochure on the village hall, showing what events it can accommodate and plenty of pictures. An online PDF version could be used to promote the hall easily and only print when needed. The detail needs to include:</p> <ul style="list-style-type: none"> • Photos • Types of functions the hall can accommodate – weddings, parties, conferences, training, drama groups, fund raising events, quiz nights, etc • Who to contact • Marquee • Bar options, disco options, catering options – potential for income for advertising <p>It was agreed that Mrs Philippa Hope is to write some content for the brochure, the clerk is to collate pictures of the hall and Mrs Jo Berg is to put the document together. Other suggestions for the hall use included: bridge, pop up restaurant, village lunch. The clerk is to investigate other halls and get some ideas. (Proposed Mr Mark Berg, seconded Mr Gary James. All agreed.)</p>	Philippa Hope/Jo Berg/Clerk												
914	<p>Finance:</p> <p>a) FY2015/16 –review bookings v cost of year to date – the clerk advised that the projected income for the year is £23,627.00, however, new bookings have come in this week.</p> <p>b) FY2015/16 – review enquiries v bookings taken – during December enquiries were low, however in January things have picked up again.</p> <div data-bbox="304 1305 994 1697" data-label="Figure"> <p>Village Hall Enquiries - November - December 2015</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>total bookings</td> <td>2</td> </tr> <tr> <td>too expensive</td> <td>0</td> </tr> <tr> <td>no response</td> <td>1</td> </tr> <tr> <td>date not available</td> <td>3</td> </tr> <tr> <td>other</td> <td>1</td> </tr> </tbody> </table> </div>	Category	Count	total bookings	2	too expensive	0	no response	1	date not available	3	other	1	
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915	<p>Any other matters for consideration – Mr Gary James raised concern with the volume of cigarette ends outside the front of the hall. The clerk advised that she didn't clear these up on Sunday following the party but the caretaker would do. The lack of a wall mounted box to collate these was raised and the clerk is to obtain prices to purchase one.</p>	Clerk												
916	<p>Date of next meeting – Monday 15th February 8pm – Events Committee meeting. Meeting closed at 10.22pm.</p>													