



2 Sayers Court
Bluntisham
Huntingdon
PE28 3NP
Tel: 01487 740230
Tel: 07725 308115
Email: bluntishamclerk@gmail.com

Bluntisham Parish Council extraordinary Meeting Minutes & Minutes of the Hall Management Committee (HMC) Meeting Monday 26th October 2015 at 8.00 pm at Bluntisham Village Hall

Present: Mr Roly Searle, Mrs Kathy Searle, Mr Mark Berg, Mr Gary James, Mrs Anne Parsons and Mrs Tracey Davidson (Clerk)

Also present: 2 members of the public

		Action
	Open Forum: Mrs Carol Tacq from BaCStage wanted to thank the HMC for the recent arrangements put in place for the key and access during their performance week. If the HMC are in agreement they would like to keep the arrangements the same for the April 2016 performance.	
887	Declaration of Interest for items on the Agenda – None	
888	Apologies for absence – None received although Mr Mike Francis wasn't in attendance.	
889	Minutes of the meeting dated 17th August 2015 to be approved and signed - Minutes approved and signed by the Chairman. <i>(Proposed Mrs Anne Parsons, Seconded Mr Mark Berg. All agreed)</i>	
890	Matters arising from previous minutes – None.	
891	Old Village Hall – Following the walk around with Russell Banks on 12 September the clerk has chased Russell Banks for an update, however not received anything. The clerk has collected the recycling paint which is in the garage. It was agreed the clerk is to continue to chase Russell Banks, however, the work is not likely to be carried out until the spring now.	Clerk
892	Hall Maintenance: a) Internal painting – the clerk is to get quotes for an external company to decorate the whole hall from floor to ceiling, and also to get a breakdown of quotes to mid level and split by room. b) Hedge & Flowerbeds – it was agreed the area to maintain would start from the entrance to the lower car park at Mill Lane include the small hedge leading up to the hall, the flowerbeds around the hall and the borders around the car park. The clerk is to arrange for local contractors to come out and quote. Mr Mark Berg is happy to meet suppliers on site. c) Floor – the clerk is to obtain a quote for re sanding of the hall floor and will speak with the school to see who they use on a regular basis. d) CCTV – Anne Parsons is to arrange for her contact to come out and inspect the existing CCTV system and quote accordingly.	Clerk Clerk/Mark Berg Clerk Anne Parsons
893	Hall Hire Fees: Suggested Party Rate – the clerk advised that feedback from the open day included hall hire fees were too high for a children's birthday party. The clerk has done some research into peak hall usage and suggested an all inclusive children's party hire rate should be introduced from 1 – 4pm on Saturday afternoons only at a cost of £50.00. <i>(Proposed Mr Mark Berg, Seconded Mrs Anne Parsons. All agreed.)</i>	Clerk
894	Micro pub – old changing rooms – the clerk advised that feedback from the open day included the proposal of using the old hall as a micro pub. A healthy discussion was had and it was agreed that the income generated by the football and cricket clubs for this facility and also the need to accommodate the children's clubs for their sports events made this accommodation unavailable. The committee agreed they were happy for the room to be used for fundraising events but only for the clubs hiring the venue. It was recommended to reject this idea. The clerk is to feedback to the resident who made the suggestion. <i>(Proposed Mrs Anne Parsons, seconded Mr Mark Berg. All agreed.)</i>	Clerk
895	Hall wedding drapes – cost for hire – the clerk made a suggestion to have an all inclusive wedding hire charge of £900 (inclusive of VAT) to hire the hall dressed with the canopy and lights from 9am Friday – 12pm Sunday. It was agreed to include the options for chair covers and clothes but to leave this up to the individual hirers to arrange. It was also agreed for the clerk to get quotes for dust sheets to be laid down on the floor to protect the canopy when it is put up and removed. A separate cost for just the drapes was agreed of an additional £200 (inclusive of VAT) which is to be added onto the hall hire fees for any other function. Both prices include the	

	drapes to be erected by members of the HMC. (Proposed Mr Gary James, seconded Mr Mark Berg. All agreed.)													
896	Christmas Craft Fair – volunteers the clerk asked for people to help with the setting up and running of the craft fair on Saturday 21 st November. Mrs Anne Parsons advised she is not available. Mr Mark Berg, Mr Gary James and Mrs Kathy Searle are all available from 12.00. It was agreed to serve Mulled wine, tea and coffee, mince pies & Christmas biscuits with squash to raise additional funds and to question attendees if they would like more food available in future years. The clerk is to arrange a raffle and is looking for a volunteer to sell tickets.	Clerk/Mark Berg/Kathy Searle/Gary James												
897	Parish Canopy – review quotes – the clerk is to write to FOSH to see if they are willing to contribute towards the canopy. It was agreed to make it available for use by the village hall and FOSH only. The clerk is to ask the finance committee if they are willing to allocate reserves for the remaining money needed.	Clerk												
898	Website – approve content – it was agreed to use the new pictures to be taken on 31 st October, include prices, new party hire rate, what’s on style calendar for existing activities, what’s new and a suggestions for events. The clerk is to liaise with Mr Ian Shepherd and complete this before the next meeting.	Clerk/Ian Shepherd												
899	Newsletter – article for next edition – it was agreed for the clerk to draft an article for the newsletter about the village hall to include the following: <ul style="list-style-type: none"> • Children’s party hire rate • New drapes to dress the hall for weddings • Christmas Gift Fair • Community event 2016 • Volunteers to help with organising community events • Ideas for future community events – suggestions so far include, outdoor cinema night, pop up restaurant, dinner and dance. 	Clerk												
900	Community event 2016 - the date of the 13 August 2016 was agreed. Ideas so far include: <ul style="list-style-type: none"> • Pop up restaurant • Outdoor cinema - deckchair cinema • Nigella cooking club – village recipe club • Beer festival • Summer ball • Fair All committee members are to email the clerk with their ideas for the next meeting.	All members												
901	Finance: <ol style="list-style-type: none"> FY2015/16 – review bookings v cost of year to date the clerk shared the bookings forecast and no further comments were raised. FY2015/16 – review enquiries v bookings taken the clerk shared the information below, no further comments were raised. <table border="1"> <caption>Village Hall Enquiries -Sept - October 2015</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>no booking</td> <td>8</td> </tr> <tr> <td>no response</td> <td>7</td> </tr> <tr> <td>date not available</td> <td>4</td> </tr> <tr> <td>other</td> <td>1</td> </tr> <tr> <td>no people</td> <td>1</td> </tr> </tbody> </table>	Category	Count	no booking	8	no response	7	date not available	4	other	1	no people	1	
Category	Count													
no booking	8													
no response	7													
date not available	4													
other	1													
no people	1													
902	Any other matters for consideration – the clerk raised the question as to who is available to unlock and lock up for the function on New Year’s Eve. It was agreed to see if any Parish Councillors are attending the function before agreeing who will take this responsibility.													
903	Date of next meeting – Monday 14 th December 8pm. Meeting closed at 10.00pm.													