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Bluntisham Parish Council
Minutes of the Hall Management Committee (HMC)
Wednesday 17th August 2016 at 8.00 pm at Bluntisham Village Hall

Present: Mr Alan Moules, Mrs Kathy Searle, Mr Gary James, Mr Mark Berg, Mrs Tracey Davidson (Clerk)
Also present: Mrs Joan Gutteridge

		Action
	Open Forum –Mrs Joan Gutteridge asked when the old school bell would be fitted. Meeting opened at 8.03pm	
16	Declaration of Interest for items on the Agenda – None	
17	Apologies for absence – Mr Roly Searle. Mr Mark Berg took the chair for the meeting.	
18	Minutes of the meeting dated 11th July 2016 to be approved and signed – Mr Mark Berg signed the minutes. (<i>Proposed Mr Gary James, seconded Mrs Kathy Searle. All agreed.</i>)	
19	Matters arising from previous minutes – Mr Mark Berg will put the school bell up adjacent to the “village hall opened by” plaque, within the next week. The clerk to check all bleach has been removed from the cleaning cupboard. It was agreed to wait to purchase more lights after the next party using the drapes to get the same design. Suggestions to hyperlink our webpage to Colne, Earith and Somersham pages to promote the hall was made. The clerk is to get costs for a ½ page advert in the village scene and for A5 flyers to be printed with a calendar, to be delivered to all households at the end of the year. A hall user feedback form was suggested and the clerk is to put one together for discussion at the next meeting.	Mark Berg Clerk Clerk
20	Community Marquee – ground ramps are available to cover the base poles at a cost of £3.99 + VAT per unit. It was agreed to purchase 2 metre length of ramp, 10 units are required. The clerk is to add to the marquee equipment and hire instructions. (<i>Proposed Mr Gary James, seconded Mrs Kathy Searle. All agreed.</i>)	Clerk
	Fund raising events 2016 <ul style="list-style-type: none"> • Beer Festival - Discussion around options, it was agreed to put on hold until 2017. Mr Mark Berg to get the volunteers together to see if someone will take ownership of organising the event in 2017. (<i>Proposed Mr Gary James, seconded Mr Mark Berg, all agreed.</i>) • Craft Fair – 19 November – The clerk has taken several bookings and will continue with promoting the event. Mr Gary James agreed to be FC. Mr Mark Berg suggested purchasing external lights to decorate the hall. • Traditional Arts Theatre Company – Friday 20 January 2017. This has been booked, the clerk is to share the promotional material with all committee members and to start promoting and selling tickets. . • Sunday Brunch – 16th October 2016 – the clerk has been discussing menu options with Frank Boddy and all agreed the clerk is to share options by email. It was agreed to try to generate income from ticket sales and refreshments including alcohol. The clerk is to put together the promotional material and start selling tickets. All committee members are encouraged to sell tickets and promote. . • Other suggestions – the clerk is waiting for Ian Keeble who performs a one man magic show to come up with some dates for 2017. The clerk will share these when received. Mr Gary James & Mr Mark Berg to arrange for a soul band/swing/black tie event to be held on Saturday 18th March 2017. The clerk agreed to see if Frank Boddy would like to do a buffet and HMC agreed to organise the bar. Mr Alan Moules is to speak with Jack Highland with regards to alcohol. Mr Gary James agreed to organise a pop quiz on Saturday 4th February. Tickets £5 per head with a maximum of 6 per team. A total number of 20 teams. Nibbles on the table to be provided and HMC will organise the bar. 	Mark Berg Clerk Clerk Clerk/All + Gary James/Mark Berg Alan Moules

21	Village Hall Maintenance <ul style="list-style-type: none"> Spray of pitches – as the allocation of pitch maintenance funds has been spent for this year on the repairs it was agreed to wait and spray the ground in the spring. <i>(Proposed Mrs Kathy Searle, seconded Mr Alan Moules. All agreed.)</i> Key holders contact details - Mrs Kathy Searle is happy for her details to be given out and displayed on the notice board outside the village hall as a key holder. 	Clerk
22	Finance <ul style="list-style-type: none"> FY 2016/17 – review bookings v cost of year to date – the clerk discussed bookings to date and income, which although is slightly less than budgeted for, is on track. The lack of fundraising events is making the overall figure look down on forecast. FY 2016/17 – review enquiries v bookings taken – the clerk advised that in the 4 weeks since the last meeting that 10 hall enquiries had been made with 5 having booked already. The others are still considering options. 	
23	Any other matters for consideration – an email from Mrs Joan Gutteridge was received prior to this meeting to ask to become a member of HMC. This will be considered at the next meeting.	
24	Date of next meeting – Wednesday 21 st September at 8pm.	

Meeting closed at 9.17pm

Clerk	Community Measures – ground ramps are available to cover the base poles at a cost of £3.99 + VAT per unit. It was agreed to purchase 2 metre length of ramp, 10 units are required. The clerk is to add to the ramping equipment and hire instructions. <i>(Proposed Mr Gary James, seconded Mrs Kathy Searle. All agreed.)</i>	19
Clerk	Matters arising from previous minutes – Mr Mark Berg will put the school bell up adjacent to the "village hall opened by" plaque, within the next week. The clerk to check all dishes has been removed from the cleaning cupboard. It was agreed to wait to purchase more lights after the next party using the dishes. The same design. Suggestions to hyperlink our webpage to Coler, Faith and Schermerhorn pages to promote the hall was made. The clerk is to get costs for a N page advert in the village scene and for A2 flyers to be printed with a calendar to be delivered to all households at the end of the year. A hall user feedback form was suggested and the clerk is to put one together for discussion at the next meeting.	
Alan Moules Berg James/Mark Guy Clerk All Clerk Clerk Mark Berg	Fund raising events 2016 <ul style="list-style-type: none"> Beer Festival - Discussion around options, it was agreed to put on hold until 2017. Mr Mark Berg to get the volunteers together to see if someone will take ownership of organising the event in 2017. <i>(Proposed Mr Gary James, seconded Mr Mark Berg. All agreed.)</i> Craft Fair – 19 November – The clerk has taken several bookings and will continue with promoting the event. Mr Gary James agreed to be FC. Mr Mark Berg suggested purchasing external lights to decorate the hall. Traditional Arts Theatre Company – Friday 30 January 2017. This has been booked. The clerk is to share the promotional material with all committee members and to start promoting and selling tickets. Sunday Brunch – 16th October 2016 – the clerk has been discussing menu options with Frank Hobdy and all agreed the clerk is to share options by email. It was agreed to try to generate income from ticket sales and refreshments including alcohol. The clerk is to put together the promotional material and start selling tickets. All committee members are encouraged to sell tickets and promote. Other suggestions – the clerk is waiting for Ian Keeble who performs a one man magic show to come up with some ideas for 2017. The clerk will share these when received. Mr Gary James & Mr Mark Berg to arrange for a soul band/swing/black to event to be held on Saturday 18th March 2017. The clerk agreed to see if Frank Hobdy would like to do a buffet and HMC agreed to organise the bar. Mr Alan Moules is to speak with Jack Highland with regards to alcohol. Mr Gary James agreed to organise a pop quiz on Saturday 4th February. Tickets £3 per head with a maximum of 6 per team. A total number of 20 teams. Nipples on the table to be provided and HMC will organise the bar. 	