



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

**Bluntisham Parish Council
Minutes of the Hall Management Committee (HMC) Meeting
Monday 15th June 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: Mrs Joan Gutteridge, Cllr Robin Carter, Mrs Denise Young, 2 other members of the public

		Action
	<p>Open Forum: Cllr Robin Carter raised concern with the price increase for the Over 60's club, which had increased by 3 times. The club has been running for several years with the majority of members on fixed pensions. The club is for Colne, Bluntisham & Earith residents. Cllr Carter felt the increase was too high and asked if the HMC would consider taking the price back to the original one in order for the club to continue to run. Mrs Denise Young said she was upset that the increase has happened as it is impacting on the club members. The run the club as a charity although they are not a registered charity and there are very little funds available via grants. Mrs Joan Gutteridge advised that she had received a complaint on Sunday morning about litter around the hall and Mill Lane. Crisp packets, drinks bottles & sandwich packets were littered. Mr Roly Searle advised that he didn't see any rubbish on Saturday afternoon but the clerk is to write to the Blasters to mention the issue.</p>	Clerk
856	Election of Chairman – Mr Mark Berg proposed Mr Roly Searle to continue as Chairman and Mr Gary James seconded. All agreed.	
857	Declaration of Interest for items on the Agenda – None.	
858	Apologies for absence –Mr Mike Francis	
859	Minutes of the meeting dated 9th March 2015 to be approved and signed - Minutes approved and signed by the Chairman. (<i>Proposed Mrs Kathy Searle, Seconded Mr Gary James. All agreed</i>)	
860	Matters arising from previous minutes – None.	
861	<p>Over 60's hall hire – The clerk produced a cost analysis for the hall to highlight the previous rate given to the Over 60's club meant the hall was running at a loss. The committee agreed the increase as a staggered raise at their meeting on 10th November and the clerk informed the club via letter on 12th November 2014. Mrs Denise Young advised the club has 26 members who all pay £5 per session they attend. They have to pay fees for the ambulance which collects members from the surrounding villages and since the increase it has meant there hasn't been any money left for anything else. The committee discussed several options and agreed on keeping a reduced rate of £10 per hour for the remainder of this calendar year, increasing to the parish rate of £14 per hour from 1st January 2016. The clerk is to write to the club to advise of this decision and to get confirmation that they will continue to hire the hall for this period. (<i>Proposed Mr Gary James, Seconded Mr Mark Berg. All agreed</i>)</p>	Clerk
862	<p>Finance: a) FY2015/16: review bookings v cost for year to date. The clerk went through the bookings confirmed and answered any questions. August is low for income and bookings but this can often change at the last minute. The committee asked for a cost analysis of the period that BacStage are using the hall to be an agenda item for the next meeting.</p>	
863	Hall Enquiries & % of bookings made: see below for the last 2 months enquiries 'v' bookings made. The clerk advised that enquiries were average during this period, however, uptake on bookings was high.	

		<p style="text-align: center;">Village Hall Enquiries -April - June 2015</p> <table border="1"> <caption>Village Hall Enquiries -April - June 2015</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>total bookings</td> <td>9</td> </tr> <tr> <td>too expensive</td> <td>1</td> </tr> <tr> <td>no response</td> <td>2</td> </tr> <tr> <td>date not available</td> <td>0</td> </tr> <tr> <td>other</td> <td>1</td> </tr> </tbody> </table>	Category	Count	total bookings	9	too expensive	1	no response	2	date not available	0	other	1	
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864	<p>Hall Maintenance:</p> <p>a) Under floor heating – A quote of £395.09 + VAT from St Ives Gas Services to replace the control box and thermostats was approved. (<i>Proposed Mr Mark Berg, Seconded Mr Gary James. All agreed</i>)</p> <p>b) Deep clean of Kitchen – A quote of £250 from Dreamclean to carry out a thorough deep clean of the kitchen units, etc was approved. (<i>Proposed Mr Mark Berg, Seconded Mr Gary James. All agreed.</i>)</p>		<p>Clerk</p> <p>Clerk</p>												
865	<p>Village Hall Management:</p> <p>a) Electricity survey – the clerk advised that this report is recommended to be carried out every 5 years. As the hall hasn't had a check it was agreed to do this. The clerk is to contact Steve Grice Electrical to see if he would be flexible on price to do the work on a weekday rather than a Sunday. If not it was approved for Steve Grice Electrical to carry out the work. (<i>Proposed Mrs Kathy Searle, seconded Mrs Anne Parsons. All agreed.</i>)</p> <p>b) Coffee Machines – the clerk advised that Regents coffee have asked for their machines to be returned, or offered the option to purchase the machines at £80 each. It was agreed to advise Regents Coffee that we do not wish to purchase second hand machines at this rate and for them to come and collect at their convenience. The clerk is to purchase new machines as and when needed. (<i>Proposed Mr Gary James, Seconded Mr Mark Berg. All agreed.</i>)</p> <p>c) Picnic benches – The clerk advised that Mr Joe Parker suggested sitting the benches onto slabs rather than concreting into the grass, this will make cutting of the grass much easier. With regards to the location, it was agreed that Roly Searle and Richard Saltmarsh are to identify the perfect location for both benches. (<i>Proposed Mr Gary James, Seconded Mr Mark Berg. All agreed.</i>)</p>		<p>Clerk</p> <p>Clerk</p> <p>Roly Searle</p>												
866	<p>Village Hall terms of reference – The clerk shared the existing terms of reference which were discussed and approved with no changes to be made. All attendees signed the terms of reference. The clerk is to ensure Mr Mike Francis signs his copy at the next meeting. (<i>Proposed Mr Gary James, Seconded Mr Mark Berg. All agreed</i>)</p>		Clerk												
867	<p>Hall Key Holders – The committee agreed that only committee members should have a key which shouldn't be loaned out to anyone else. The clerk advised of the current key holders and all were happy with this arrangement. Mr Mark Berg asked for his mobile number to be used for the alarm call out list. No new keys are to be cut at this stage. (<i>Proposed Mr Gary James, Seconded Mrs Anne Parsons. All agreed.</i>)</p>		Clerk												
868	<p>Update on WW2 event – the clerk updated the committee on the current arrangements for the event taking place on 15 August 2015. Any volunteers either before or on the day to let the clerk know.</p>														
869	<p>Any other matters for consideration - the clerk has been asked by Forefront fitness if they can hire the recreation ground to run a weekly bootcamp session. It was agreed that £8 per hour to include the use of the toilets would be a reasonable rate. The clerk is to find out more details before confirming the location of the bootcamp, which was preferred to be behind the village hall.</p>		Clerk												
870	<p>Date of next meeting – Monday 17th August 8pm. Meeting closed at 10.20pm.</p>														