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**Bluntisham Parish Council**  
**Minutes of the Hall Management Committee (HMC) Meeting**  
**Monday 19<sup>th</sup> May at 8.00 pm at Bluntisham Village Hall**

**Present:** Mrs Joan Gutteridge, Mrs Kathy Searle, Mr David Gedye, Mr Nick Mair, Mrs Tracey Davidson (Clerk)

**Also Present for item 783** – Mr Joe Parker and Mr Robin Carter

	<b>Open Forum.</b> No members of the Public	<b>Action</b>
776	<b>Election of Chairman.</b> Mr Roly Searle confirmed he would like to remain as Chairman. <i>(Proposed Mrs Joan Gutteridge, Seconded Mr David Gedye. All agreed.)</i>	
777	<b>Election of Vice Chairman.</b> The committee agreed that this position wasn't necessary and if the Chairman wasn't available to attend a meeting then an interim Chairman would be appointed.	
778	<b>Declaration of Interest for items on the Agenda.</b> There were no declarations of interest.	
779	<b>Apologies for absence.</b> Mr Roly Searle	
780	<b>Minutes of the meeting dated 10<sup>th</sup> March 2014 to be approved and signed.</b> Mr Nick Mair signed and approved the minutes. <i>(Proposed Mrs Joan Gutteridge, seconded Mr David Gedye, all agreed)</i>	
781	<b>Matters arising from previous minutes.</b> Mr David Gedye asked if any further communication had been received from Nostalgic Nights. The clerk confirmed that nothing had been received.	
782	<b>Finance: a) FY 2014/15: review bookings v. Cost for year to date.</b> Noted. It was noted that the French lessons haven't re-booked. The clerk is to chase this. No concerns with bookings to date, all regular bookings are continuing following recent price increases. It was confirmed that the football club prices would go up from the new season. <i>(proposed Mrs Kathy Searle, seconded Mr Nick Mair, all agreed.)</i>	Clerk
783	<b>Hall Maintenance:</b> a) <b>Potential rising damp – outside slabs.</b> Mr Joe Parker looked at the slabs around the building on request from Mr David Gedye to check for loose paving. He noted that the infill between the slabs and the building has been concreted which may cause rising damp in the future. The concrete needs digging out and replacing with gravel which will absorb the moisture. It was agreed that Mr David Gedy and Mr Nick Mair along with help from Mr Joe Parker will do this work. Gravel from the car park is to be used to save money. b) <b>Water pump</b> - The clerk confirmed the main water pump in the building has broken and costs are being sought for a replacement or to repair the old unit. As soon as more details are available they will be shared before any work is undertaken. So far the back-up pump is working ok. c) <b>Health &amp; Safety report</b> – The clerk shared the annual ROSPA report and highlighted two areas of concern. The back board of the basket ball hoop is bent and is classed as a medium risk. Mr Nick Mair is happy to straighten this again although a permanent solution would be for a spring loaded hoop (costs £350). The other area of concern is the hole in the corner of the shelter. Mr David Gedye offered to fill this with earth and concrete if necessary.	DG & NM  Clerk  NM & DG
784	<b>Drs Surgery – license renewal January 2014 update.</b> This has been signed and the new DD payments are being paid.	
785	<b>Village Hall Management:</b> a) <b>Update on hall issues as required</b> – Mrs Joan Gutteridge asked if new thermal jugs could be purchased to replace the stained white ones. It was agreed to try cleaning the old ones first. Mr David Gedye asked for clarification of the HMC remit. It was confirmed that it was the	Clerk

	Village Hall and environs which covered the state of the park as well. Maintenance of the field comes to the meeting so all agreed this should be the remit.	
786	<b>Community use of the hall – free of charge.</b> A discussion on the decisions made by the Parish Council on free use of the hall resulted in an unanswered question which needs to be taken to the next PC meeting. The clerk is to add the following agenda item to the PC meeting: <i>What do you want the hall management committee to do, list the criteria</i>	Clerk
787	<b>Wind Farm</b> – Mrs Kathy Searle confirmed that she had a request to hold a meeting in the village hall from The Haddenahm and Aldreth Group who are opposing the wind farm proposal on the fen between Earith and Haddenahm. Mr Robin Carter confirmed this meeting is taking place in Earith on 6 <sup>th</sup> June.	
788	<b>Christmas Decorations</b> – Mrs Kathy Searle reported that following the move of equipment from the store and garage that the Christmas decorations take up 2 shelves of racking. There are more in the loft. Mr Nick Mair suggested they are moved into the loft if they are in the way but all agreed to keep the decorations for future events.	
789	<b>CCTV</b> – A plan to update the equipment was discussed. A decision not to upgrade the current system was made due to the financial implications. ( <i>Proposed Mrs Joan Gutteridge, Seconded Mr Nick Mair, all agreed</i> ) The clerk is to share this decision with the Parish Council.	Clerk
790	<b>Hall Enquiries</b> – The clerk presented a document she has produced showing the number of hall enquiries, type of enquiry and % of bookings taken or reason for not booking as she had received several enquiries so far. It was agreed that this document should be a statutory item and shared with the agenda and reviewed at all future meetings.	Clerk
791	<b>Hall Hire Agreement – review.</b> The hire agreement was reviewed and the clerk is to make the necessary changes and share with the HMC prior to the final publication. This will then be shared with all regular hirers for signing.	Clerk
792	<b>Purchase of New Jerry Can</b> – Mrs Kathy Searle asked if a 25L can could be purchased so 100L of red diesel can be bought at a time. Mr Roly Searle is to purchase the can and share the receipts with the clerk. ( <i>Proposed Mrs Joan Gutteridge, seconded Mr David Gedye, all agreed</i> )	RS
793	<b>Any other matters for consideration:</b> Mr Nick Mair shared receipts for recent work to the village hall. The black marks on the hall floor were also discussed and it was agreed that a footnote be entered on the hire agreement. Mrs Kathy Searle discussed the potential for the village hall to go to trust status. The clerk is to arrange a meeting to review in detail with Mrs Sue Harris following recommendation from Mr Ian Dewer. Mr David Gedye discussed the report he presented to the Parish Council regarding storing of council equipment and potential saving on storage rents. It was agreed for Ray and Peter to see if the equipment will all fit into the one store and report back at the next meeting. The trimmer which was loaned out to Mr Stuart Talbot still hasn't been returned despite several attempts to contact Mr Talbot by the clerk. It was agreed the clerk will write to Mr Talbot and if no communication within a week then further action be taken. Mr David Gedye asked about the remit of the Hall Fundraising Officer and why they are not part of the HMC committee. It was agreed this was an error in the minutes and the role should be Community Fundraising Officer. The clerk is to ensure this is amended at the next PC meeting. Lastly Mr Gedye asked if reimbursement for fuel used could be made. The clerk advised to post receipts before the 2 <sup>nd</sup> June to ensure a cheque is raised at the next PC meeting. Mrs Joan Gutteridge asked if the 2 horse chestnut trees on the corner of Wheatley Crescent could be trimmed. Mr David Gedye confirmed he would add this onto his list. The clerk asked for help with unlocking and locking of the hall during the caretakers holiday. It was agreed to email the dates round to the committee.	Clerk  Clerk  DG
794	<b>Date of next meeting.</b> Monday 14 <sup>th</sup> July 2014	

Meeting closed at 9.45pm