

## **BODENHAM PARISH HALL MANAGEMENT**

### **COMMITTEE MEETING HELD**

**WEDNESDAY 22<sup>ND</sup> MAY, 2019**

**PRESENT:** Robin Knott, Robert Clarke, Robert Bowden, Robert Parker, Richard Layton, Gwenllian Bowden, Ann Hartfield, June Stephens.

**APOLOGIES:** Ian Linton.

**MINUTES OF MEETING HELD 20<sup>TH</sup> MARCH, 2019:** These had been circulated prior to the meeting. They were agreed by all and signed by the Chairman, R. Knott.

**MATTERS ARISING:** The Chairman reminded the meeting that we will need to think about the Parish Council grant before too long.

G. Bowden had, after numerous reminders, received an invoice from Stewart Brown for the new Fire Door and Tennis Club window. Mark Edwards, from the Tennis Club, had previously indicated that the Club would consider contributing to the cost of said window and R. Knott would speak with him shortly.

The electrician has not yet carried out the PAT Testing.

**TREASURER'S REPORT:** The Books are with the Auditor, Mike Scarlett, at present. In the bank £ 10,416 plus £1,094 to be paid in, also £310 in cash. The Microwave and Karcher cleaner have been paid for.

All hirers' invoices have been paid except the one from John Vaughan who owes £60.

We have had two boiler services one from British Gas and the other from Hereford Gas. Hereford Gas to give Certificate of Safety for £200. Apparently the internal flue, in the Boiler Room, is not fully sealed and R. Knott will look at the seal. The word "Gas" should be on the outside gas pipe.

The Fire extinguishers have been inspected.

**PARISH HALL MATTERS UPDATE:** A. Hartfield and J. Stephens have tried out the Karcher cleaner, it cleans well but cannot be rushed so it took two hours to clean the main hall floor for which they were thanked. It was thought it could be used perhaps monthly, by whom was not discussed.

The Microwave is simple to use and light enough to be moved if not convenient where placed initially by the hot water boiler.

G. Bowden proposed that when the hall is not left clean /tidy after an event we ask the cleaners to come in before the next booking to save having complaints.

R. Bowden had reported to R. Knott, the stage curtains were broken, would not pull along smoothly and did not close tightly. R. Knott had obtained an initial cost of £1,000 and wondered if the Parish Council might consider helping us out with this purchase instead of a grant as they could reclaim the VAT from the purchase. R. Knott would approach a person from the Courtyard Theatre in Hereford for grant advice.

R. Parker reported that the "arm" is broken on one of the windows in the main hall and it was decided to disable this window.

R. Parker would, when weather is suitable, remove the yellow hatching lines and repaint.

There has been no response from the Salvation Army following our request for more information.

**FLICKS IN THE STICKS:** J. Stephens had started to plan next season which begins in September. Previously shown films will be on sale for £1 at each Flicks evening.

**ANY OTHER BUSINESS:** G. Bowden reminded the meeting of the Big Breakfast on Sunday 9<sup>th</sup> June, 9am-11am, in the hall, organised by the school's PTA. She would let Mrs. Marsh have the keys beforehand.

**DATE OF NEXT MEETING: Please note:-**

**This is the Annual General Meeting, it will be followed by a Committee meeting and be held on:-**

**WEDNESDAY 17<sup>TH</sup> JULY, 2019 AT 7.30PM**