

**BODENHAM PARISH HALL MANAGEMENT
COMMITTEE MEETING HELD 26TH JANUARY, 2011**

PRESENT: C. James, G. Bowden, K. Tremain, M. Nickols, M. Hughes, R. Knott, K. Grumbley, R. Parker.

APOLOGIES: I. Knott, R. Reader, R. Bowden, D. Curd, D. Ling.

MINUTES OF MEETING 16.12.2010: These had been circulated prior to this meeting and were approved and signed.

MATTERS ARISING: R. Knott had spoken to I. Linton about the removal of the spoil and rubbish from the car-park project and it is hoped it will be attended to shortly.

No quotes for the strimming had been received from D. Ling.

R. Parker has purchased the Humidity Sensor Fan and it will be fitted soon.

G. Bowden was not happy with the filled filing cabinet which has been left in the Boiler Room as it takes up space and does not allow the Speed Indicator Device to be placed correctly for storage. This room needs to be easily accessible especially for the heating engineer's visits. The filing cabinet apparently belongs to the Parish Council and R. Knott will request it is moved to the Store Room.

TREASURER'S REPORT: The Report is attached to this Minute Book.

NEW RUBBISH BINS AND SACKS: G. Bowden had collected a free roll of 50 orange sacks, for commercial use, from the Council Offices, Leominster (future sacks will cost £50 for 50). It is important that these sacks are really full before being put out for collection. Filled black sacks cannot be put in the orange sacks. Shortly we are to receive two free green wheelie bins for recycling items; local members of the community are also allowed to use these. K. Grumbley will purchase a larger bin for the orange sack. The existing pedal bin will be used for recycling items; when full to be transferred to the wheelie bin. He will speak to the Cleaner about this new system. A notice will be placed in the kitchen about these new arrangements. No offer to make the sign was made (it will probably have to be laminated).

PARISH WEBSITE & NEWSLETTER: R. Knott had approached M. Nickols about becoming our Promotions and Marketing representative. C. James proposed and R. Parker seconded, all agreed. M. Nickols accepted the post. She had sent information to the Website already but it was agreed that new up to date photographs of the inside and outside of the Hall be sent also.

M. Nickols asked for permission to enquire, through the Website and Newsletter, for a Dining Room table suitable for the Committee Room; all agreed.

G. Bowden was asked, as Secretary, to inform Tony Mitcheson that the Parish Hall will be contributing to the Website from M. Nickols in future.

FLICKS IN THE STICKS: Last film "Brideshead Revisited"; 52 admissions; surplus £184.95.

The first film, using the new equipment, with Jacquie in attendance. Future films – Friday 11th February, "Made in Dagenham"; Saturday 5th March, "Tea with Mussolini"; Friday 6th May, "The King's Speech". Borderline films - Friday 1st April, "Africa United" and Friday 8th April, "Some Like It Hot". For this film R. Reader will be the recipient of the DVD as C. James will be away.

The Chairman gave sincere and grateful thanks to R. Bowden for all the hard work he had done in acquiring a grant, for the purchasing and arranging for the installation of the equipment to enable us to present Flicks in the Sticks.

In the absence of R. Bowden, G. Bowden presented his written report indicating various items that need to be purchased. The Audio Loop fault will be dealt with by Purple Cat. R. Bowden will speak with R. Parker about a suitable ladder to access the Projector safely.

COMMITTEE ROOM REFURBISHMENT: G. Bowden and M. Nickols had purchased curtains and poles together with a roller blind for the small kitchen. A carpet may not be suitable because of the doors. It was agreed that they and K. Tremain would look into the purchase of a new sink and base unit. The ‘fridge would be moved into this area which means the corner “bar” could be removed from the Committee Room.

PARISH HALL BOOKINGS: A booking had been missed on the 11th January as the regular user had not informed I. Knott that the Hall was not needed. It was agreed that K. Grumbley would write to all users, to be sent with their next invoice, that notification of cancellation must be given 48 hours prior to the date booked, or a charge may have to be made.

ANY OTHER BUSINESS: From G. Bowden –
The hot water supply to kitchen sink is practically none existent. Apparently the hot water in Gents’ toilet is still not working properly. It was agreed that she will ask DSM Electrics to look at these water heaters.

The Broom Cupboard will be sorted out soon, as R. Bowden will be purchasing a Filing Cabinet to accommodate some of the new Audio System items and documentation. R. Knott suggested that the old Parish Hall papers be sent to the Archives at Hereford Record Office. The tall cupboard will be then moved to the Store Room.

G. Bowden will again contact Simon Dowler, from the Gardening Club, suggesting that their old, redundant screen is advertised on E-Bay, by the Flood Protection Group, and this Group will then receive the donation.

The broken chairs are piling up in the Store Room and, as they do not appear to be repairable, they ought to be removed. R. Knott offered to deal with this matter.

A florescent tube on the stage is flickering. R. Parker will purchase two or three tubes and store the extra ones in the Broom Cupboard rather than under the kitchen sink.

A suggestion that we have a PIR light in the entrance porch was agreed and G Bowden will ask DSM about this – maybe a sensor can be put on the existing light.

M. Nickols had produced details of forming a 100 Club; it was proposed by G. Bowden and seconded by K. Tremain that we go ahead with this fundraising idea.

M. Nickols was also prepared to organise a Duck Race, which she has done for the Church in previous years, but felt that we should ask them if they would like to join us and share the profits. If they do not want to do this a Duck Race will be organised for Parish Hall funds only. All agreed. No date for this event was decided but will probably be in May or June.

DATE OF NEXT MEETING: Tuesday 29th March at 7.30pm.

The meeting closed at 8.59pm.

Signed

Date