**Brockenhurst Village Hall Management Committee**

Minutes of Meeting Held 21 January 2015

Present: Janet Silver, Paula Anderson, Liz Cropp, Guy Lawrenson, John Cropp

Apologies: Pete Moody

1. The Minutes of the last meeting were read and approved. Action

2. **Matters Arising**

The plantings will be deferred to the warmer weather. JS and LC

 It was felt the concept of crowd funding was not appropriate.

 JS will obtain an update on the Holiday Drama Group from JJ. JS

 JW may have a refigerator suitable for storing drinks. JC to check. JC

 JC to ask JW for cost of proposed height barrier. JC

 The new operating mechanism for the doors will be fitted on Feb 5.

 The problem of the toilet for Age Concern is resolved.

3. **Marketing and Communications Report**

 A Marketing Budget of more than £1000 was unlikely to be approved.

 It was felt the draft promotional leaflet should give greater emphasis to

 events that generated income for the Hall.

 Another quote for printing the leaflet would be obtained . LC

 Noted that a new and improved printer had been purchased.

 Pleased to note that Bookings were up, and some were long term;

 congratulations to JJ on her continued efforts.

 JJ’s offer to renew putty on windows accepted with thanks. JS

4. **Financial Report**

 The report for 2014 presented and accepted.

5. **Trust Budget for 2015**

 The committee are uncomfortable about the assumption that the Hall

 will make a significant surplus but are satisfied that it should not make

 a loss in 2015.

6. **Future Composition and remit of Management Committee**

The draft prepared by JTW was agreed with the following amendments:

 item 2: insert “only” before “purpose”.

 Item 3: add “of the Management Committee” after “chairman”.

 Item 7: replace”responsibilities” by “aims”

 Add a further clause reading “It is envisaged that the committee will include building maintenance knowledge, financial skills and the hall manager(s).”

7. PM reported that emergency exit from Main Hall has been repaired.

 JC to ask PM about Emergency exit from Exhibition Room. JC

8. In response t complaint of potentisl trip hazard, agreed that the

 practicality of removing the rubber draught excluder at the

 Main Entrance be examined and executed if OK. JC

9. Decided that request from British Legion for cupboard to store trophies

 be refused. JC to write letter. JC

 **Action**

**AOB.**

GL and JS to review rent price structure for 2016 and give

recommendations in June GL and JS

Storage: GL and JS to review storage throughout Hall. Potential

for additional storage space by accessing cupboard in Oak room

from Onyx Room. Estimated cost: £1050 plus VAT. Agreed make

submission to Trust if and when needed.

GL to meet Mr Hardiman re Players storage requirements. GL

Hart Craft Group want office . Suggest back of stage. No decision made.

Who is responsible for Health and Safety? LC to enquire. LC

Check location and adequacy of First Aid Box,. LC

One vacuum cleaner broken and other faulty. LC to review repair/replacement LC

Check Insurance requirements for window locks, if any. JC to ask PM. PM .

**Dates of Next Meetings**

Feb 18 and March 18 at Gartside