**Minutes**

 **BVH Management Committee Meeting April 13 2015**

 Present: Janet Silver, Liz Cropp , Pete Moody, John Cropp

 Apologies: Pauline Ferguson, Guy Lawrenson

1. The Minutes of the March 2015 Meeting were approved

1. **Matters Arising**:

 Hall insurance to be checked for cover for events run by the Hall. JS

Clarification sought for nature of Hall involvement in outside Shakespeare performance JS

1. **Marketing and Communications**

JJ to be congratulated on level of bookings

Idea of taking over car boot sale in winter to be examined in more detail JS

Brockenhurst events committee to be contacted re use of Hall as venue for

alternative to Carnival this year JS

Possibility of hosting Farmers’ Market to be pursued JS

Proposed future ticket pricing for Forest Forge events to be deferred pending seeking

a better deal from Forest Forge JS

 Proposals for Fun Casino agreed in principle JS

 More volunteers needed for bar. Rota to be circulated JS

 Proposal for bar trolley at a cost of £300 agreed

 Agreed to seek Trust approval and payment for doors to Oak Room cupboard

 from Onyx Room. JC

 Agreed it would be inappropriate to seek commission for selling tickets for non-Hall events

 Proposed to display weekly bookings on Notice Board JS

 Agreed to leave Wifi Router where it is but to display access code somewhere JS

1. **Financial Report**

Size of surplus for 1st quarter noted with pleasure

GL to be advised of discrepancy noted between his figures and those of Tony Fessler. JC

1. **Maintenance and Repairs**

Budget and repairs/maintenance in hand and to be done noted.

Under stage tanking will cost order of £1000. Trust or Hall budget

Agreed to purchase “Rugmaster” for £350 from Southampton supplier. PM

Caretakers to clarify £500 cost of repairing main hall floor and the concept of

installing electrical trunking.to be revisited PM

JS will review with JJ her offer to do work on windows JS

Tony Silver may have supply of window locks required for Hall windows PM

Agreed to obtain quote to supply and install barriers on either side

of main entrance doors PM

Cost of finger guards for main entrance doors is £170.15 but need has been queried by

Trustee. Decision will be requested at BVT Meeting on April 23. JC

Request for new large fridge deferred as suitable location needs to be found

Quote for piano removal from stage to hall floor and back by professionals still to be

obtained JC

GL to supply JC with cost of any works done which are liability of Trust GL/JC

1. **AOB**

Use of Hall by Ethical Fim Club queried as EFC is the Green Party. Agreed to treat

applications for use of Hall by such organisations on an ad hoc basis.

JS and GL will undertake annual appraisals of all staff. JS/GL

The requirement for Auto Enrolment was noted and a note prepared for the next

 Meeting JS/GL

1. **Dates of Next Meetings** : May 20 and June 17