



9 Bramley Grove
Bluntisham
Huntingdon
PE28 3XG
Tel: 01487 841977
Tel: 07725 308115
Email: bluntishamclerk@gmail.com

Bluntisham Parish Council
Minutes of the Hall Management Committee (HMC)
Monday 5th December 2016 at 8.00 pm at Bluntisham Village Hall

Present: Mr Roly Searle, Mrs Kathy Searle, Mr Gary James, Mrs Cynthia Curtis, Mrs Joan Gutteridge, Mrs Tracey Davidson (Clerk)

	Open Forum – Nothing	Action
49	Election of Vice Chairman – Mr Mark Berg was proposed by Mr Gary James and seconded by Mrs Joan Gutteridge to become the vice chairman. Although Mr Mark Berg wasn't at the meeting he was happy for this appointment.	
50	Declaration of Interest for items on the Agenda – None	
51	Apologies for absence – Mr Martin Crowhurst, Mr Mark Berg	
52	Minutes of the meeting dated 31st October 2016 to be approved and signed – Mr Roly Searle signed the minutes. (<i>Proposed Mrs Joan Gutteridge, seconded Mrs Kathy Searle. All agreed.</i>)	
53	Matters arising from previous minutes – Mrs Joan Gutteridge questioned if the lights had been fixed in the old changing rooms. Mr Roly Searle is to arrange for a new tube to be fitted and will liaise with the caretaker to complete.	R Searle
54	Fund raising events 2016 <ul style="list-style-type: none"> • Traditional Arts Theatre Company – 27 January 2017. The clerk advised the tickets are now on sale and the garage have agreed to sell and promote this event. The clerk asked for all councillors to be proactive with selling as many tickets as possible. A minimum of 50 tickets need to be sold to make it viable. The clerk is to send the advertising poster to Mr Gary James to promote via CCC intranet. It was agreed that Mr Roly Searle and Mrs Kathy Searle will do the bar on the night and the clerk is to arrange for wine, larger, bitter, soft drinks along with plastic cups. • Quiz – 4th February 2017 - music quiz. £20 per team maximum of 6 per team. 20 teams maximum. Prize to include trophy, fizz & chocolates. The clerk has sold 15 tables so far at £20 per team. Mr Gary James asked for a list of all tickets sold. A raffle is to be held on the night with a maximum of 6 prizes, all to try and obtain quality raffle prizes. Mr Roly Searle is happy to sell raffle tickets and to collect quiz papers on the night. A further 80's themed quiz is to be held on Saturday 6th May. The clerk will promote this at this event. • Black tie – the clerk has found a swing/ratpack/Sinatra singer who charges £350 for 2 x 45min sets, a disco/DJ can be booked at the same time for an additional £200. It was agreed to discuss this event in more detail at the next meeting and possibly delay until May to offer a May Ball. 	All/Clerk Clerk
55	Village Hall Maintenance <ul style="list-style-type: none"> • Internal decoration – the clerk has booked this in for the end Feb 2017. • Roof Blinds – it was agreed to arrange to hire a scissor lift at a cost of £350 to investigate the blinds and to carry out some high level cleaning and light bulb changing. The clerk is to see if any volunteers from the parish council would be willing to go up in the scissor lift before booking. If the blinds can be stretched across to close using this method it was agreed this would be the most financially viable option. The quotes for repairs are approximately £4000.00. • Urn & OVH inventory – the clerk advised the plastic urn has been moved from the main hall to the OVH for the blasters to use. The inventory includes the fridge/freezer, 42 mugs, kettle, urn and chairs. It was agreed to write to the Blasters and Junior cricket club to advise if anything goes wrong with this urn the PC will not replace it. 	Clerk Clerk

	<ul style="list-style-type: none"> • New tables - the clerk suggested purchasing some new tables for use in the meeting rooms in the village hall as the current ones are very loose. A second hand supplier can provide 6 tables (4 rectangle, 2 curved) for £350 + VAT. The clerk is to check the delivery and if 2 sets can be purchased at the same time. The additional income from the Quiz and the Craft fair will be used to fund this. The clerk is to save 6 old tables for the old village hall and offer the remaining to BaCStage or other community groups. <i>(Proposed Mr Gary James, seconded Mrs Cynthia Curtis. All agreed.)</i> • Fault investigation – pumps - The clerk asked if fault finding investigation could be carried out on the pumps by D Rose at a cost of £50 per hour (1st hour) £30 2nd hour onwards, it was agreed this could take place. <i>(Mr Gary James proposed, Mrs Cynthia Curtis seconded. All agreed.)</i> 	Clerk Clerk
56	<p>Finance</p> <ul style="list-style-type: none"> • FY 2016/17 – review bookings v cost of year to date – the clerk confirmed the projected income based on actual bookings to the end of the year is slightly below target for the ad-hoc hire, but on target for the other hire. Further ad-hoc bookings may come in between now and end of March. Projected income to the end of March 17 £35,020 which is £3,000 below the target set. Projected expenditure is also below forecast at £31,136 which is £3,500 below target so the hall is projected to make a slight profit for the year. • FY 2016/17 – review enquiries v bookings taken – the clerk confirmed enquiries are still high but bookings have been slower this last month. Hopefully the additional advertising within the newsletter and the calendar flyer will encourage more bookings. 	
57	<p>Any other matters for consideration –</p> <p>Mrs Joan Gutteridge asked about the Christmas tree article in the newsletter and who was coordinating the carol singing. The clerk confirmed this was being done by the Baptist and St Mary’s Church, Michelle Gore was coordinating this.</p> <p>Mrs Kathy Searle asked the clerk to carry out the fire alarm checks and boiler room checks when the caretaker is off on leave.</p> <p>Mr Gary James asked if the keysafe was working ok, all are happy with using this.</p>	
58	<p>Date of next meeting – 9th January 8pm – Mrs Cynthia Curtis gave her apologies for this meeting.</p>	

Meeting closed at 9.25pm