Minutes of Beaumont Parish Hall Committee Meeting on Wednesday 24th November 2021

**Present: Trustees:** Michelle Dickinson, Bryony Kirk (Chair), Yanina Palmer, Geoff Ramshaw, Henry Salkeld, Kathleen Bowron (WI),

**Non-trustees:** Albinas Stasaitis (minutes secretary), Stuart Dickinson,

1. **Welcome and Apologies.**

Bryony welcomed everyone to the meeting and thanked Stuart for helping with the decorations.

The meeting started at 7.40 pm due to the shortage of trustees present to put up decorations.

**Apologies:** Richard Peart, Malcolm Cotter, Harold Bowron, Julie Irving, Tom Greenwood, Rob Farmer.

1. **Minutes of last meeting.**

The minutes of the last meeting were approved and signed by Bryony. Retain the signed copy**. Albinas**

1. **Matters arising**.

Hall signage

Tom had the form in September and said he was having problem completing it. Albinas emailed Tom asking which sections of the form he is having problems completing. Still awaiting a reply from Tom. **Tom**

Bryony asked Michelle about the post for the sign in her field hedge. Michelle will speak to David and get back to Bryony. **Michelle**

Play equipment

Malcolm says that he has spoken to Bryony about the Playground. He has suggested to Bryony that he could now help with other aspects, in particular the planning application. He is quite happy to work with Bryony to get an application submitted. Aim for the application in next funding round in March. **Malcolm/Bryony**

Hallmark 1 accreditation

Bryony has contacted Hellen Aitken at ACT, who has suggested that if we go through the items where we failed at the accreditation meeting and email her the new documents that show how we now meet these criteria, this should be acceptable. **Julie/Bryony**

The linking of the hall's and ACRE's booking T&C's still need to be done. Once done, this can go back to ACT and then hopefully give the hall accreditation. **Bryony**

Richard has created a log of the forms and processes that the committee use, which gives an issue number and the owner’s name. He will keep this up to date, but owners will be responsible for informing him of any changes to documents. Latest copy will also be on the Hall page of the Beaumont PC website for reference.

**Richard/Albinas**

Wi-fi / Electronic cashless payment device

A postcode still to be obtained. **Bryony**

The cashless payment device that Rob looked at is of German manufacture but uses bespoke paper rolls which also come from Germany and may be a problem to obtain. Members said that did not feel that a machine that provides paper receipts is necessary. Bryony will purchase the Sumup device instead. **Bryony**

Trustee’s roles

Richard has circulated a draft roles list showing the main roles undertaken with the lead person who oversees that role. Trustees said the list was comprehensive.

Malcolm is happy with Richard’s draft list of roles and is happy to be added as the playground lead.

Grounds maintenance: Albinas already submits the tender for grass cutting and mole catching via the PC website and Parish Magazine and will continue to do so.

Front garden: Bryony and Yanina will take the lead role will do this.

Stuart Dickinson has agreed to do the external windows at £20 per time, as required.

**Roles that still need to be allocated**: Service contracts, internal window cleaning,

Updated list to be circulated. **Albinas**

1. **Recent events**

Monthly Coffee Morning (Friday 5th November)

Charity: Beaumont Parish Hall Rebuilding Fund. £93 raised.

1. **Forthcoming events**

Christmas Crafts and Gifts (Saturday 27th November)

The protocol list has been circulated and roles were confirmed.

Yanina has a gazebo which the stall holder with the alpacas could use if the owner decides to sit outside.

Monthly Coffee Morning (Friday 3rd December)

Charity: Beaumont Parish Hall rebuilding Fund.

Serve scones and mince pies and drinks only. **Kathleen/Bryony**

Children’s Christmas Party (Saturday 11th December)

The protocol list has been circulated and roles were confirmed.

Monthly Coffee Morning (Friday 7th January)

Charity: Beaumont Parish Hall rebuilding Fund.

Serve scones and drinks only.

Over 60’s Annual Parish Lunch (Sunday 23rd January)

Place advert in Parish Magazine and on PC website/Facebook. **Albinas/Michelle**

Price £5 + £1 for a raffle ticket.

Additional offers of assistance were added to the protocol list at the meeting.

Updated list to be circulated. **Albinas**

Summer Fete/Queen’s Platinum Jubilee (Saturday 4th June 2022)

Event now in Parish Mag and PC website.

This will run in the afternoon and evening.

Harold informs us that there has been a change in pricing regarding the hog roast. £100 deposit now paid for the hog roast. We are still awaiting clearance of the cheque even though it was presented by hand. A lower total cost of £695 which is for 120 people. The balance to be paid in January or with the rest on or before 9th April, eight weeks before 4th June. The hog roast is due to start serving at 5 pm

Drinks: Do ourselves

Bouncy castle/ disco dome hire: around 2 pm -5 pm. Look for suppliers/prices. They need to be supervised by the owner. **Michelle**

Alternative quotes for bouncy castle/climbing frame. **Bryony**

Evening dance with Solway Band 5 pm -9 pm. The Solway band is now booked.

Malcolm has written to the PC asking for a donation to support with the community event.

Discuss the following aspects after January when there are fewer events in progress.

Possibility of blood bikes/air ambulance.

Local businesses as sponsors.

1. **Treasurer’s report**

No information as treasurer was not present.

1. **Booking secretary’s report**

List of the latest bookings were shown at the meeting. The list to be emailed to trustees. **Yanina**

John Ford (U3A) has confirmed that they plan to use the hall for short mat bowls, on the 1st and 3rd Thursday of each month. Agreed to charge U3A for each meet with a one-off £100 deposit as they are using the hall’s equipment. **Yanina**

1. **New Hall Plans**

Bryony and Richard attended a meeting with the architects to discuss the preliminary Engineering Drawings. Responses to the queries raised by the trustees have been circulated. The architects are to amend the plans accordingly and apply for building regulations approval as soon as possible as these are about to change. The quantity surveyor will provide an estimate based on these altered drawings. We need to investigate funding streams before going out to tender. The preference would be to use local builders rather than large companies.

Rona Salkeld has offered the hall her old electric cooker. Agreed to accept the offer. **Bryony**

1. **Wildlife area**

The area has now been strimmed and cleared. Malcolm thanks everyone who has helped. Malcolm has planted some more spring bulbs and wildflowers. He has also erected the new signs at the entrance, which have enhanced the site nicely.

Suggested that we could use the old tennis sign as a sightings board. Speak to Malcolm. **Bryony**

Also suggested that Malcolm could approach Chris Bolton and see if Chris wanted to add a small sign to the fence to advertise his construction of the fence. **Malcolm**

1. **Maintenance**

Faulty tap in the kitchen. Neither plumber has attended. Contacted Tony Grainger. **Bryony**

Hole in the roof in the lobby. Asked Tony Grainger to sort. **Bryony**

Fence at Front gate. Planned to be done during WC 29th November. **Henry**

Front Flower Bed Yanina will do some tidying of the area on 25th November. **Yanina**

Hooks for storage rooms Bryony proposed putting the ladders in the shed and using the lobby cupboard

as a cleaning store. The lockable cupboard could then be used to store the library books. Agreed.

Malcolm is in the process of sourcing hooks which he will fit. **Malcolm**

Cleaners: No response to the advert. Go out to tender to professional cleaners. **Bryony**

Cleaning specification needs to be written. **Bryony**

1. **Fundraising and Grants**

None.

1. **Correspondence.**

None.

1. **Any other Competent Business**

Christmas decorations

Take down the decorations on the day of the coffee morning on January 7th.

EV charging

Look into feasibility of installation and best payback to hall for site use. **Yanina**

Library books (BK)

See Maintenance above.

Lighting

Kathleen had previously report that some of the hall lights were out. Albinas has replaced those lights that have blown but the light in the hall, in front of the main doors is damaged with a broken bayonet fitting. Albinas has emailed Tom and Richard asking for it to be fixed. **Tom/Richard**

Kathleen thanked the hall for sorting out the hall lights on behalf of the W.I.

1. **Date of next meeting: Wednesday 19th January 2022 at 5 pm**

The meeting was closed at 9 pm.