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Bluntisham Parish Council
Minutes of the Hall Management Committee (HMC) Meeting
Monday 10th November 2014 at 8.00 pm at Bluntisham Village Hall

Present: Mr Roly Searle, Mrs Joan Gutteridge, Mrs Kathy Searle, Mr Frank Hudson, Mr Nick Mair, Mrs Tracey Davidson (Clerk)

Also present: Russell Banks, Paul Davis– Bluntisham Blasters & Dr Lui & Sue Bryant

	Open Forum. No members of the Public	Action
820	Declaration of Interest for items on the Agenda – None.	
821	Apologies for absence – Mr David Gedye, Miss Emily Godfrey & Mr Robin Carter	
822	<p>Doctors Lease – The clerk advised that due to funding cuts by NHS Direct the Doctors are unable to continue to pay the rent and service charge at the current rate and are asking for a reduction for the next 2 years. The alternative will be the surgery will have to close as there isn't the funding to pay for the staff and the rent of the village hall.</p> <p>Mr Nick Mair strongly commented that it wasn't acceptable to reduce the rent by 30% for the doctors, however, all other committee members were happy to offer this reduction for the 2 year period with a caveat that other agencies are contacted during this period with a view to rent the premises if the doctors position is the same by 2017. Sue Bryant advised that despite the doctors now paying their own business rates on the premises (Just over £3,000pa) a reduction in the rent was never offered by the HMC. There are also changes to the VAT on GP and Dental practices which means they are unable to claim 100% of the VAT back. Dr Lui advised that all GP surgeries were faced with large cuts and it was unlikely to find another Doctor who could afford to share the premises with the Church Street Health Centre. The clerk advised that following a successful rebate of overpayment of business rates by the HMC that £5,000 has been received. All agreed that this windfall should be used to support the doctors for the next 2 years. The agreed rent will be £10,620 inclusive of VAT. The clerk is to draw up the new lease for signing.</p> <p><i>(Proposed Mrs Joan Gutteridge, seconded Mr Nick Mair. All agreed)</i></p>	Clerk
823	<p>Blasters Football Club – Russell Banks advised that due to the number of teams the Blasters now have it is impossible for all ages to train during the week in the winter months. Only the under 11, 12 & 13's are able to train at St Ivo Outdoor on the 3G pitch under lights. The club are looking to purchase portable floodlighting which will enable them to offer training to the other ages on Tuesdays & Thursdays during the winter. They will purchase the units and insure them and be fully responsible for the maintenance and set up but would like to store them in the garage and charge the battery units in the old village hall. The Hall Management Committee all agreed that there wouldn't be a problem with using the floodlights and the storage, however, a few queries regarding insurance and electricity costs are to be agreed. Also confirmation that planning permission isn't needed is to be secured and the Clerk is to advise Mr Banks as and when she hears from HDC planning.</p> <p>The Blasters also want to pay to carry out some deep soil aeration to try and level out the pitches at their expense. This was also agreed and the clerk is to share the contact details with Mr Banks.</p> <p><i>Post Meeting note: the clerk has raised H&S concerns with the use of portable floodlights and will speak to the insurance company and has also spoken with Mr Banks regarding risk assessments for set up and training.</i></p>	Clerk Clerk
824	Minutes of the meeting dated 8th September 2014 to be approved and signed - Minutes approved and signed by the Chairman. <i>(Proposed Mrs Joan Gutteridge, Seconded Mrs</i>	

	<i>Kathy Searle. All agreed)</i>	
825	<p>Matters arising from previous minutes – Mr David Gedye and Mr Joe Parker have removed the basket ball hoop and David has contacted MonsterPlay who have advised that welding brackets onto the back plate to give support will help. Mr Nick Mair is adamant that the back plate needs straightening and Nick is to speak with David on his return from holiday. The clerk is to find out who has the plate and hoop in the meantime.</p> <p>Mr Frank Hudson raised concern with removing of the inner dog walk hedge to the dog recreation area which was confirmed by Mr Nick Mair who advised that if the hedge was removed it would give the landowner easier access for development in the future. Frank has spoken with several dog walkers who are all happy for the hedge to stay. The clerk advised due to the decision being made by the PC the PC would have to ratify this. The clerk is to add it onto the PC agenda for 8 December and advise David Gedye that the hedge isn't to be removed.</p>	<p>Nick Mair</p> <p>Clerk</p>
826	<p>Terms of Reference - The following people signed the HMC Terms of Reference: Mr Nick Mair, Mrs Joan Gutteridge, Mrs Kathy Searle, Mr Roly Searle, Mr Frank Hudson. The following committee members need to sign: Mr David Gedye, Miss Emily Godfrey, Mr Robin Carter.</p>	
827	<p>Finance:</p> <p>a) FY2014/15: review bookings v cost for year to date. The clerk advised that bookings were looking good and the financial projection for the end of the financial year was good. The chairman thanked the clerk for her efforts with promoting the hall. All agreed.</p>	
828	<p>Hall Maintenance:</p> <p>a) Flowerbeds – the clerk highlighted the state of the flowerbeds around the hall especially the large bed adjacent to the car park, which is very overgrown. The committee advised the clerk to ask David and Mrs Gedye if they will offer some maintenance on those areas.</p> <p>b) Front & Side doors – the clerk asked if these could be sanded down and re-stained as they are showing signs of wear and tear. The committee suggested Geoff to carry out this maintenance. The clerk is to speak with Geoff and to try and match the existing grey colour for any new stain.</p> <p>c) Disabled car park bays & crossing – the yellow painted signs are no longer visible nor is the crossing signs. The clerk is to speak with CCC highways to see if they can undertake the work. Alternatively obtaining some paint and get volunteers to do the work.</p> <p>d) Deep clean of oven, extractor and grill – the clerk has had quotes for a thorough clean of the oven as this hasn't ever been done. It was agreed unanimously to allow Crystal Clean Ovens to come in and complete the work. <i>(Proposed Mrs Joan Gutteridge, seconded Mr Frank Hudson. All agreed.)</i></p> <p>e) Garage lights – the clerk has obtained quotes for getting lights installed into the garage. Mr Nick Mair is adamant that there are live wires to the garage and will investigate further and advise the clerk following an inspection on Saturday 15 November with Mr Roly Searle.</p> <p>f) Ransome mower service –the clerk advised she was finding it hard to obtain quotes for servicing of the mower and has so far only received one quote. She is to continue to work on this and will email the committee as and when more information is received.</p> <p>g) Deep clean of whole hall including kitchen – the clerk asked if possible to get someone in to quote for a thorough deep clean of the hall, especially the areas above head height in the main hall and the units in the kitchen. The committee asked the clerk to try and source telescopic cleaning equipment for the caretaker to carry out the cleaning.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Nick Mair</p> <p>Clerk</p> <p>Clerk</p>
829	<p>Extended license hours of hall & option to include wedding license – the clerk had been asked to investigate the option to extend the licensing hours to 1am, however, it was agreed due to the cost implications not to pursue this further. Mrs Kathy Searle advised she was happy to renew her personal license in April 2015. The clerk asked if anyone had ever</p>	<p>Clerk</p>

	investigated getting the hall licensed to carry out wedding ceremonies, the committee agreed this was a good idea and the clerk is to find out further details for the next meeting.													
830	Blasters football club – annual fees 2015/16 the committee agreed the Blasters annual fees will be negotiated during the May (or nearest to May) meeting and will only increase in line with inflation, if applicable for the next 3 years. The clerk is to advise the Blasters of the agreement.	Clerk												
831	Heatsave – the clerk presented a summary of the recent meeting with this company who can offer a reduction in heating costs due to better thermostat controlling and digital programming. Mr Nick Mair advised he has individual thermostats in his house which can be programmed and will offer the same benefits for a significantly reduced cost. The clerk is to speak to plumbing/heating companies to get quotes for the next meeting.	Clerk												
832	Hall Fees review and conference rates – it was agreed that the hall user rates wouldn't change for the 2015/16 financial year, however, the Over 60's would have an increase as they didn't get any increase last year. The clerk is to write to them advising of the costs. It was agreed that the minimum number for the conference rate would be 25. The clerk is to amend the price list. The clerk had received an enquiry to hire the old village hall and what the costs would be, the committee confirmed this wasn't an option as the Blasters pay an annual rent for this hall.	Clerk												
833	<p>Hall Enquiries & % of bookings made: see below for the last 2 months enquiries 'v' bookings made. Comments were shared regarding those people advising the hall was too expensive. The committee are happy with the rates of hire.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Village Hall Enquiries -September - October 2014</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>total bookings</td> <td>8</td> </tr> <tr> <td>too expensive</td> <td>5</td> </tr> <tr> <td>no response</td> <td>7</td> </tr> <tr> <td>date not available</td> <td>0</td> </tr> <tr> <td>other</td> <td>1</td> </tr> </tbody> </table> </div>	Category	Count	total bookings	8	too expensive	5	no response	7	date not available	0	other	1	
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834	CCTV – it was agreed to remove all reference to CCTV recording from the village hall literature with immediate effect and the clerk is to advise the insurance company of the change.	Clerk												
835	Purchase new fans for hall – it was agreed to purchase 2 new standing fans to replace the broken ones in time for Spring 2015.	Clerk												
836	Cricket Club – the clerk advised that the Parish Council had met with the Cricket Club and have approved their application to move the cricket nets to the rear of the hall. It was agreed this location would be more suitable to ensure the minimum amount of maintenance to the new surface and also to stop the wall being used as a goal.													
837	Key Holders and responsibilities – the clerk advised of the order of the call out from the alarm company and also stressed how disappointed she was following recent events from key holders not showing up when promised to unlock and lock up the hall. Also misusing their authority as a key holder and coming into the hall when not expected. Mr Nick Mair apologised and advised that in future the clerk is to give his contact details to the bookees as and when he is unlocking the hall encase of any problems.													
838	Any other business: Mr Nick Mair has receipts for recent purchase for maintenance around the hall.													
839	Date of next meeting. Monday 12 January 2015													

Meeting closed at 10.45pm