Minutes of Beaumont Parish Hall Committee Meeting on Wednesday 27th October 2021

**Present: Trustees:** Malcolm Cotter (Chair), Bryony Kirk, Julie Irving, Rob Farmer, Yanina Palmer, Richard Peart,

**Non-trustees:** Albinas Stasaitis (minutes secretary), Kathleen Bowron,

**Apologies:** Harold Bowron,Tom Greenwood, Geoff Ramshaw, Michelle Dickinson, Henry Salkeld,

1. **Welcome and Apologies.**

Malcolm welcomed the trustees and Kathleen to the meeting. Kathleen becomes a trustee, representing one of the hall’s user groups, the Kirkandrews on Eden W.I. Amend the Trustee’s List. **Albinas/Julie**

1. **Minutes of last meeting.**

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

1. **Matters arising**.

Hall signage

Tom has the form but says he is having problem completing it. Albinas has emailed Tom asking which sections of the form he needs assistance with. Awaiting a reply from Tom. **Tom**

Malcom contacted the manufacturer who made the wildlife area signs. It is the same supplier that Tom has already contacted, so there will be no cheaper price.

Play equipment

Bryony has emailed the planning department to show the location of the site for the new equipment. This will the determine if planning permission is required.

Malcolm has found that only if the old equipment is removed from ground level up, and the equipment is away from the wall, will scheduled monument consent not be required

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**

Richard has created a document register with issue numbers which will be kept on the website.

 There are some issues with GDPR that need to be resolved when putting documents onto the website.

 Booking procedures still need to be done. **Bryony**

Wi-fi

A post box is in position.

A postcode can now be obtained. **Bryony**

Once the hall has a postcode, BT can be contacted to install wi-fi.

Electronic cashless payment device

Bryony circulated an email link for a Sumup device. Look at the link to check comparisons. **Rob**

If an acceptable device can be found, we will go ahead and purchase. **Bryony**

1. **Recent events**

Monthly Coffee Morning (Friday 1st October)

This event was in combination with Hospice at Home Christmas Card sale.

Charity: Beaumont Parish Hall Rebuilding Fund. £161 raised, books £6.50.

Albinas has looked back over previous events and we make far more when Hospice at Home are present.

1. **Forthcoming events**

Monthly Coffee Morning (Friday 5th November)

Charity: Beaumont Parish Hall rebuilding Fund.

Serve scones and drinks only.

Christmas Crafts and Gifts (Saturday 27th November)

Current stall holders: 8 confirmed: Christmas cards (Hospice at Home), Real Ales and Craft Beers, Christmas decorations, Paintings and Cards, Metal Jewellery, Cakes and Jams (2 tables), House plaques, Stained glass and beeswax candles. 1 provisional: Fabric bags and bunting.

Tombola (run by the WI), raffle (Harold to run).

£8 per table. Collect payment in advance where possible. Maximum 12 tables to sell.

Lunch: Soup and roll. Afternoon: Coffee/tea and homemade cakes. £4 per meal per person, £1 for drink only.

Email the agreed list of actions for the event. **Albinas**

Children’s Christmas Party (Saturday 11th December)

Advert in Parish Magazine and on PC website. Add to Facebook.  **Michelle**

New price £5 per child. We spend about £10 per child.

Santa: Harold

Email the agreed list of actions for the event. **Albinas**

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.

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.

£100 deposit for the hog roast, total cost £1200. We will need to look carefully at the pricing of tickets to try to reduce the possibility of incurring too much of a loss.

Drinks: Do ourselves

Bouncy castle/ disco dome hire: around 2 pm -5 pm. Look for suppliers/prices. **Michelle**

Alternative supplier of bouncy castle/climbing frame. **Bryony**

Evening dance with Solway Band 5 pm -9 pm. The Solway band are available and plan to charge £50 for expenses. Book the band. **Albinas**

Write to the PC asking for a donation to support with the community event. **Malcolm**

Possibility of blood bikes/air ambulance. **Rob**

Possibility of getting local businesses to sponsor some of the events.

1. **Treasurer’s report**

Since our last meeting we have received £64 in hall hire being from Rev Tudor and the Flower Club for their September meeting. We have also banked £269 in relation to coffee morning receipts, an additional donation of £10 form the WI talk and £8.00 in book money.

Expenditure has been to British gas £28.91 and I would like you to approve payments tonight for £81.48 to Border fire for the fire extinguishers service and safety blanket, £3771.30 to Wilkinson James being 65% of their fee in relation to the electrical plan for the hall and £100 replacement cheque for Border Hog Roast as they seem to have lost the cheque we sent at the beginning of August.

Taking all this into account our income over expenditure so far this year is currently £36,693.25 and total reserves are £106,486.11 being restricted funds in relation to the wildlife garden of £419.36 and the new hall of £42,307.23 and £63,759.52 in the general fund. We still have financial commitments of £36,548.70 in relation to professional fees for the new build as well as towards the new play equipment.

Current A/C CBS £89,048.44

Business premium account £3529.32

National Savings and Investments £13811.03

Cash £97.32

£106,486.11

Electricity provider

Contract expires 30 May 2022. Diarise to check in May. **Albinas**

1. **Booking secretary’s report**

Bryony has previously circulated the bookings list.

1. **New Hall Plans**

Preliminary Engineering Drawings from the architects have been circulated by email by Bryony.

Bryony has asked that all trustees look at the plans, particularly the kitchen area, and make comments in readiness for the for the separate meeting to discuss the plans at **7.30 pm on Wednesday 10th November**. Those not able to attend to submit their comments to Bryony. **ALL**

Bryony has spoken to the architects and will confirm that a cleaner’s sink is required and that Loft access would be a good idea.

Architects Plus have requested a meeting to go through the drawings. Bryony suggested that 2 – 3 trustees should attend to pass on the Trustees’ comments. The meeting will be on either Friday 12th November or Wednesday 17th November. **TBA**

1. **Wildlife area**

Malcolm has strimmed two thirds of the area. The strimming needs to be completed and then raked. Organise a day when drier, to complete the strimming and raking. **Malcolm**

1. **Maintenance**

Old fence wire.Now removed.

Faulty tap in the kitchen. Neither plumber has attended. Speak to Andy at Priory Grange. **Bryony**

Fence at Front gate. Fence is broken in several places. Is currently has square posts but as Henry has round posts. He will fix the fence using these. **Henry**

Front Flower Bed Wait for a dry day to tidy up the area. **Yanina/Bryony**

Hooks for storage rooms **Malcolm**

Cleaners: An advert has been placed in the Parish Magazine to tender for a local self-employed cleaner on a twice a month basis in the Parish Magazine, if no response then contact an agency cleaning firm. Awaiting Parish Magazine issue and response.

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

1. **Fundraising and Grants**

None.

1. **Correspondence.**

None.

1. **Any other Competent Business**

Roles

Richard as a new trustee is not sure which roles other members do. He suggested that it might be a good idea to have a list of roles with their responsibilities to clarify who does what.

Set up a list of roles, with people responsible. **Richard**

Christmas decorations

**Arrive at 7 pm before the next meeting to help hang the decorations. ALL**

1. **Date of next meeting: Wednesday 24th November 2021 at 7 pm**

The meeting was closed at 9.10 pm.