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**Bluntisham Parish Council extraordinary Meeting Minutes &
Minutes of the Hall Management Committee (HMC) Meeting
Monday 17th August 2015 at 8.00 pm at Bluntisham Village Hall**

Present: Mr Roly Searle, Mrs Kathy Searle, Mr Mark Berg, Mr Gary James, Mrs Anne Parsons, Mr Mike Francis, Mr Alan Moules, Mr Frank Hudson, Mr Ian Shepherd, Mrs Margaret Lumb and Mrs Tracey Davidson (Clerk)

Also present: Cllr Robin Carter & 10 members of the public

		Action
	<p>Open Forum: Cllr Robin Carter reminded the Parish Council of the Station Road planning application and despite previous concerns with the access, Huntingdonshire District Council deemed no problem with this and awarded outline planning permission. Mr Peter Dodds attended the meeting from BacStage and was happy to answer any questions when the committee were discussing the hall fees.</p>	
871	Declaration of Interest for items on the Agenda – Mr Frank Hudson item 873 ref: 1501190FUL. Mr Alan Moules & Mr Mark Berg item 873 ref: 1401715LBC & 1401714FUL.	
872	Apologies for absence - Mrs Philippa Hope & Mr Rob Gore both away on holiday.	
873	<p>Planning applications – 1401715LBC & 1401714FUL – Mr Mark Berg & Mrs Kathy Searle both viewed the property and application and advised the changes will only improve what is already there. Therefore the committee recommended to APPROVE the application. <i>(Proposed Mr Frank Hudson, Seconded Mr Gary James. All agreed with exception of Mr Mark Berg and Mr Alan Moules who abstained from voting.)</i> 1501190FUL - Mr Mark Berg and Mrs Kathy Searle advised that the new application shows the dwelling having moved slightly, this doesn't impact on the application though. Concerns were made with the new driveway which is very narrow and has a smaller visual splay than the existing entrance. Concerns were also raised with the new footpath, which has just been laid and the pipe within the ditch which may get broken. It was agreed to APPROVE the application with recommendations that all works are carried out to Highways standards. Mr Mark Berg also noted that the application doesn't stipulate where the waste is going. <i>(Proposed Mrs Kathy Searle, Seconded Mr Mark Berg. All agreed with exception of Mr Frank Hudson who abstained from voting.)</i> 1501263TREE – Mrs Kathy Searle advised that previous permission had been granted to carry out necessary work in the past. The trees are overhanging the footpath and need cutting back. The clerk advised that following enquiries with HDC Trees for a parish tree that permission to carry out annual routine maintenance can be obtained to save the need for new applications each time work is needed and is to inform the resident of this. It was agreed to APPROVE the application. <i>(Proposed Mr Gary James, Seconded Mr Mark Berg. All agreed.)</i></p>	
	Hall Management Meeting started at 8.30pm chaired by Mr Roly Searle – Mr Alan Moules, Mrs Margaret Lumb & Mr Frank Hudson left the meeting at this point.	
874	Minutes of the meeting dated 15th June 2015 to be approved and signed - Minutes approved and signed by the Chairman. <i>(Proposed Mr Gary James, Seconded Mr Mark Berg. All agreed)</i>	
875	Matters arising from previous minutes – None.	
876	Old Village Hall – Mr Russell Banks attended the meeting on behalf of the Blasters football club and agreed works needs doing to the Old Village Hall. It was agreed that the Parish Council would fund the materials and the Blasters would provide the manpower to undertake the cosmetic work. Both the Parish Council and Blasters football club will draw up a programme of works following the open day on 12 September. The clerk is to apply for paint from the Cambs Community Reuse and Recycling Network.	HMC/ Blasters Clerk
877	Terms of reference – Mr Mike Francis signed the terms of reference.	

878	<p>Hall Maintenance:</p> <p>a) Internal painting – the clerk is to apply for free paint and a working party will carry out the necessary internal decoration to the toilets & changing rooms.</p> <p>b) Electrical Condition report – the clerk read out the recommendations following the report and all actions are to be addressed by Steve Grice. <i>(Proposed Mr Gary James, seconded Mr Mike Francis. All agreed.)</i></p> <p>c) Hedge & Flowerbeds – the clerk asked for volunteers to help with maintaining the hedge to the entrance to the hall and the flowerbeds around the hall. Mr David Gedye had recently cut the hedge, which the clerk noted and thanked, however, longer term more people were needed. Equipment would also need to be purchased to carry out the necessary maintenance. It was agreed that no action would be taken at this stage, however, the clerk is to obtain prices for a petrol hedge trimmer.</p> <p>d) Pressure Washer –the clerk advised that the caretaker currently uses his own personal pressure washer for ad hoc cleaning jobs around the hall. It was agreed this wasn't right and the HMC should purchase a pressure washer to live at the hall. The clerk asked the chairman to get a quote for a Karcher K3575. <i>(Proposed Mr Mark Berg, Seconded Mr Gary James. All agreed.)</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>RSearle</p>
879	<p>Village Hall Management:</p> <p>a) ESPO contract expires 31.3.16 – the clerk advised that the current contract for GAS runs out on 31.3.16, in order to remain with ESPO they need confirmation by 1.9.15. The clerk has tried to obtain quotes for gas from 1.4.16 but no company is willing to share prices as they change on a daily basis, however, based on current prices ESPO is still a good contract to remain with. It was agreed to remain on this contract and the clerk is to compare prices from 5 years ago with British Gas. <i>(Proposed Mr Gary James, Seconded Mr Mike Francis. All agreed.)</i></p>	<p>Clerk</p>
880	<p>Hall Hire Fees:</p> <p>BacStage – currently paying £480 per hire which covers 9 days use. BacStage advised they do not use the hall all day and night during the 9 days but after the initial set up weekend they spend most evenings rehearsing until the performances which usually mean they are in the hall from 6-11pm Thursday, Friday & Saturdays. They will use the heating but will often turn it off at the interval. The committee reviewed previous price increases for BacStage and agreed a £30 annual increase was reasonable which reflected the hall expenditure. Therefore performances during 2016 and early 2017 would be charged at the hire rate of £510.00. <i>(Proposed Mrs Kathy Searle, Seconded Mr Gary James. All agreed.)</i></p> <p>BacStage went on to thank the HMC for the facility and expressed they feel the hall is a big part of their success. Mr Mark Berg asked for the equipment currently stored in the hall to be removed as it isn't insured by the hall.</p> <p>Junior Cricket – the clerk advised that this season the junior cricket team have had 13 games and they have used the old changing rooms free of charge. It was agreed that a suggested annual charge be made to the junior cricket club of £300 per year for use of the facilities. The clerk is to write to the club. <i>(Proposed Mr Mark Berg, Seconded Mr Mike Francis. All agreed.)</i></p>	<p>Clerk/ BacStage</p> <p>Clerk</p>
881	<p>Hall Wedding Drapes – the clerk shared photographs of a recent wedding at the hall where they dressed the hall using drapes, chair covers and lights and have offered the materials to the HMC for a cost of £500. It was agreed the clerk is to find out the type of material of these items and to ask if they would be willing to come and demo to a group of volunteers how to put the drapes up and take down. The clerk is to obtain quotes from cleaning companies to clean the chair covers and table cloths on an ad-hoc basis. A decision to take photographs when the hall is dressed was made and to produce a weddings brochure to promote the hall. It was agreed to then hire the hall out “dressed” for a price of £1000.</p>	<p>Clerk</p>
882	<p>Christmas Craft Fair – the clerk asked if the committee wanted to put on another craft event and it was agreed to arrange a date in November and for the clerk to email for help as and when needed.</p>	<p>Clerk</p>
883	<p>Charity Event – the clerk advised that she had been approached from a local resident, who put on the recent garage sale in the village, if the HMC would consider allowing the hall to be used for charity events, free of charge or for a reduced rate. After a lengthy discussion it was agreed to</p>	<p>Clerk</p>

	offer the hall on Friday nights from 7pm – 12pm at the HMC discretion for £50. It was agreed to only offer it for registered charity events which are being run by Bluntisham residents only. <i>(Proposed Mr Mark Berg, Seconded Mr Mike Francis. All agreed.)</i>	
884	Parish Canopy – Mr Ian Shepherd suggested the HMC purchasing a marquee, similar to those used at the WW2 event, which could then be used for other local community events or for weddings at the hall. The clerk is to obtain 3 quotes and Mrs Anne Parsons is to share the make of the marquee she has.	Clerk/ AParsons
885	Finance: a) FY2015/16 – review bookings v cost of year to date. No questions. b) FY2015/16 – review enquiries v bookings taken. No questions.	
886	Any other matters for consideration – the clerk is to obtain quotes for the DEC report and share at the next meeting. The clerk advised that the hand dryer in the ladies changing rooms had to be changed at a cost of £165. This was done prior to the wedding. Mr Mark Berg asked about changing the hall to a trust status, the clerk advised this had been investigated last year and due to the VAT regulations put on when the hall registered things can't change for 20 years. It was agreed that another village event should take place again next year. The clerk is to add it as an agenda item for the PC and HMC meetings. Dates were suggested and ideas discussed. It was agreed to put information into the next newsletter.	Clerk Clerk
887	Date of next meeting – Monday 26 th October 8pm. Meeting closed at 10.30pm.	