

Beaford Village Hall

Charity No 300757

Beaford Village Hall - Committee Meeting Minutes

Date: - 2nd September 2025 **Time:** - 7pm

Present: - Martin Church, Ellie Pearce, Rob Pearce, Jo Church, Joy Collins, Michelle Davies, Phil Pollard, Simon Berry, Dave Price

Apologies: -

Trustee: - Dennis Buswell

Public: - Ruth Castle

Approval of Minutes: - The minutes from August's meeting were read, approved and signed.

Chair's Update: - (Martin C.)

Martin provided a high-level overview of the achievements since the previous meeting.
Key points are: -

- 1) The Solar Panel Inverter has been replaced. We will resume receiving payment for power we feed into the National Grid (payment for the installation hadn't been requested at the time of the meeting so Martin had sent an email to the installer).
- 2) Use of the upper section of the car-parking area is ongoing; Martin had sent a chase email, with accompanying images showing the state of the land to the Chair of Beaford Arts, but as yet, no response (or even acknowledgment) had been received.
- 3) An update to our advert in "The Crier" detailing the changes to our coffee morning operating times has been sent; it had missed the deadline for September's issue, but will be in place from October onwards.
- 4) Thanks were given to Joy & Ellie for swapping around the contents of the drinks & cleaning cupboards. Thanks were also given to Jo & Michelle for their efforts with sorting out the kitchen cupboards.
- 5) Dave now has limited access to our Facebook page, he will liaise directly with Dennis to be given full access
- 6) An update was provided on the five funding applications that had been made (two we are out of area, one had been closed, two are awaiting review/decision).
- 7) The storeroom is in need of a sort-out and thorough tidy-up. Parent's Hub have already sorted and cleaned all of their items. Short Mat Bowls Team have requested space for an additional mat, and have agreed to help sort out the area. Proposed date is weekend of 27th & 28th September.



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Treasurer's Update: - (Ellie P)

- 1) The accounts to 30th August were provided and discussed. A loss of just over £2,500 for the month was recorded. This is due to annual insurance and our music/entertainment licence falling due, as well as a large quantity of food & drink being purchased in advance of two large events. Rob suggested that, in the future, we pay the insurance by monthly instalment instead of one large bill. All present agreed this would help with budgeting so will be investigated when next due.

Parish Council Update: - (Simon B)

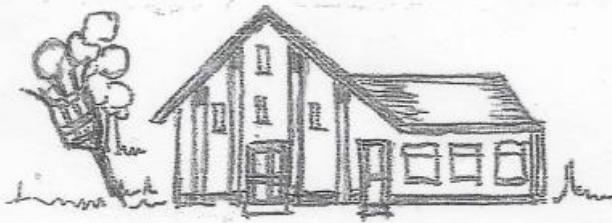
- 1) Simon advised that, following the election of Mary Rickson to the committee, the Parish Council are now at full strength.
- 2) There is significant development taking place to Great Warham Farmhouse; although local residents and the Parish Council registered their comments, permission was granted. Although the building is old, it is not listed.

Bookings Update (Jo C.)

- 1) Jo confirmed that the calendar for 2026 was now in place with all regular bookings added.
- 2) We are receiving an increase in enquiries regarding availability of the hall via the website.
- 3) Short Mat Bowls Teams have booked in excess of 70 additional hours for matches to be played during the winter season.
- 4) There has been a reduction to the hours that Guides use the hall. This partly due to their cessation during the school holidays, but also because they have outdoor activities when the weather permits.

Health & Safety Checks (Jo C. & Phil)

- 1) Phil confirmed that he had completed the H&S checklist for the village hall; there were no issues noted
- 2) Jo had spent some time checking the two defibrillators (Village Hall & School) for completeness, cleanliness, and functionality; both were recorded as being in order. Jo then registered both units with "The Circuit" meaning that the Emergency Services will know of their existence and whereabouts. Rob raised concerns that, when the pads and/or batteries are due for renewal (June 2028), there would be a significant cost; it was suggested the Parish Council should take ownership of the cost.
- 3) Although a fire safety inspection of the fire-fighting equipment at the hall took place during January 2025, the certificate displayed had expired – Martin agreed to request a duplicate and current replacement.



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Matters Arising: - (All)

Martin: -

The Beaford Warm Hub (hosted by volunteers) is due to resume on 7th October; a rota has been created. Several members of the village hall committee added their names to the rota; it was then displayed on the notice board for additional volunteers to complete. An advert will be included in the next edition of The Bugle, members of the Church will be reminded of its existence and encouraged to volunteer.

Martin/Ellie:-

Martin asked whether it was a requirement of the Charity Commission and/or an accountant that we were obliged to use specific accounting software now that our turnover exceeded £30,000 per annum. If not, could we use an enhanced Excel file to record financial data. Ellie confirmed that we can continue to submit our accounts using a spreadsheet. Martin & Ellie agreed to meet during September to create a file that can be used from 1st October.

All: -

All upcoming events between 13th Sept and 2nd November (including roles, responsibilities, and timings) were discussed and agreed upon. To specifically discuss the quiz night scheduled for 18th October, Ruth Castle joined us; then to discuss the dog show & fete on 6th September, Dennis Buswell joined us. Reminders will be sent using the group WhatsApp chat.

AOB: -

Phil: -

Phil confirmed he'd assume responsibility for stocktaking of drinks and would create a 'slimmed-down' choice to make the process more manageable. He'd liaise with Ellie & Rob to re-order when required. All present agreed to this proposal.

Rob:-

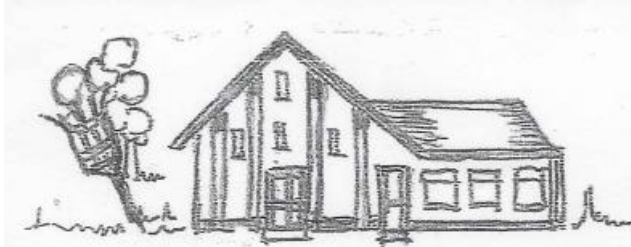
Rob suggested that we set a time restriction for the use of our group WhatsApp chat. All present agreed that (unless something urgent needed to be discussed) it should only be used between 9am and 6pm Monday to Friday.

Joy:-

Joy asked whether we could resume displaying flags on the pole that houses the air ambulance lights. She stated that Ben would be prepared to keep them in good order. A majority vote agreed we would explore the costs for obtaining three flags (Union Flag, Cross of Saint George, and the Devon County flag)

Rob: -

In advance of the AGM (October) it was suggested we pre-empt the allocation of executive roles of the committee. A discussion took place whereby all roles were provisionally allocated; these will be confirmed at the AGM.



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AOB (cont.)

Jo:-

Jo asked Dave whether it was his intention to volunteer to join the committee; he confirmed it was. All present voted in favour of Dave joining the committee

Dave:-

It was suggested that a more secure method was used to improve security of the lock to the door of the drinks cupboard. Dave & Martin to resolve.

Dennis (as Trustee):-

Dennis registered his disappointment that there wouldn't be an event at the hall to celebrate bonfire night. Rob confirmed that there had been a discussion regarding costs and support previously. A vote had taken place whereupon the committee decided not to hold an event.

Dennis confirmed he'd like to have sight of the monthly accounts statement. Ellie provided a copy of August's statement to Dennis and confirmed she would email July's accounts and all future statements to him.

Dennis advised he'd brought along the paint that he had managed to secure as a donation from Crown Paints. The paint is now in the storeroom.

Date of Next Meeting (AGM) – 7th October 2025 @ 7pm

Close: - 9:10pm