



MINUTES

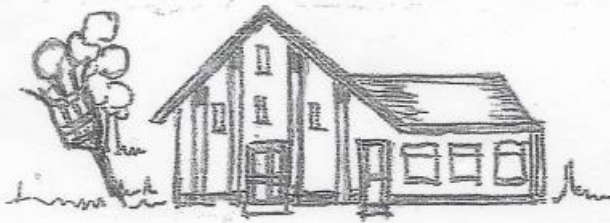
Date: - 14th April 2026

Time: - 7:00pm

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

Apologies: - NONE

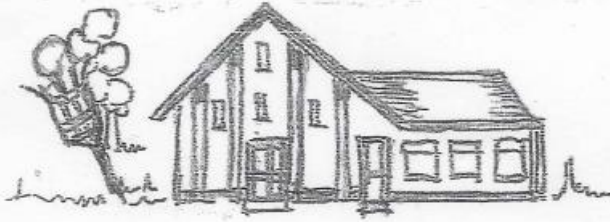
1. Approval of previous meeting minutes- Agreed – no amendments and signed.
2. Chair's update (Martin Church)
 - a. Website had 368 views during March
 - b. Added a dedicate page to our website for Safeguarding policy
 - c. Contact details for Safeguarding lead & referrals added to notice board
 - d. Energy Consultant from 361 Energy visited and reported on hall on 17/03/2026
 - e. Earth Inspired have appraised heating system – update will be discussed during matters arising
 - f. Visit by Environmental Health scheduled for 21st April - kitchen cleaning schedule, food management procedure and checklist all need to be created prior to their visit.
3. Treasurer's report (Ellie Pearce) monthly figures issued. Figures discussed – no issues. Old BT direct debit cancelled. Tree survey risk assessment received – copy attached. Simon Berry to carry out further investigation re costing, time limits etc. **SIMON**
4. Bookings Update (Jo Church)
 - a. Guides sleepover – received their insurance for the event. Dave and Jo to do our risk assessment for that event. Concerns raised for front door locking from outside and blocking hall front door.



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- b. Increase in fees for all users has been mentioned and to be more formally raised in a meeting later tonight.
 - c. Wedding party are using the car park in May and have donated £50.
 - d. Bookings for Big Breakfast now at 46 – closing list Wednesday.
5. Health & Safety Checks (Jo & Phil) Phil – Checks carried out – eye wash has been used – Jo will replace. Nothing else to report.
6. Parish Council update (Simon Berry) Incorrect email address for Sam W for correspondence between Simon and Sam re field. All sorted for the future. Annual Parish meeting coming up 29th – all invited. No other items.
7. Outstanding Actions:-
 - a. BBQ Repairs – Martin & Dave **Completed**
 - b. 361 Energy – Martin & Dave – see item a in Matters Arising
 - c. Insurance for Guides staying overnight – Ellie & Jo Mentioned earlier.
 - d. Hot water urn – Martin stuck lid fitting back on. Have investigated other options to replace but none suitable.
 - e. Emergency light outside Gents – Martin & Dave – **Completed**.
 - f. Quiz night – successful & ran to plan.
 - g. Village fair & dog show – (separate meeting to be held) 28th April Dennis back so date to be sorted – **update 7th May @1030**
 - h. Christmas event – All- see item b in Matters Arising
 - i. WC refurbishment – see item c in Matters Arising
 - j. Beaford Bike Meet – Dave – marque sorted. Banner now up in village. Rob offered use of another banner – Michelle to inform Bike show committee.
 - k. Safeguarding info – Martin - Updated information now on display on noticeboard.
 - l. Outside light staying on – Martin - switch changed to push type
 - m. Picture window & doors – Martin - **Company that will be used for new windows to investigate.**



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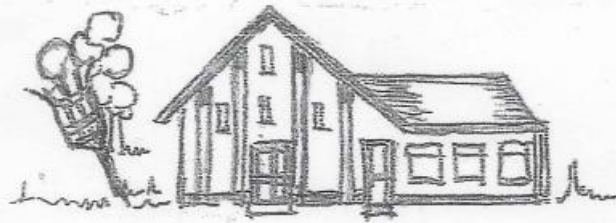
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8. Matters Arising:-

- a. Heating update. 361 Visited last month. Looked at main building and water heating of kitchen and bathrooms/toilets. Passed on details of Earth Inspired heat engineer. They did verbally recommend changing the two water immersion heaters to instant water heaters in each toilet and both kitchen sinks
Report at end of minutes.
- b. Christmas Event Rob – Western themed night – will ask Golf club for details. All agreed some musically themed night might be successful.
- c. WC Refurbishment Window quotes for narrow windows, £240 +vat (Quay windows) and £281 +vat (the window doctor) each. Committee agreed to go ahead with quote from Quay windows - vote carried unanimously. **Quote attached to minutes.**
- d. Food Hygiene inspection. Martin went through upcoming inspection – no real issues and inspection is really to advise not condemn.
- e. Upcoming Events (Big Breakfast & May 4th Social (inc. Littleham Howlers) Big breakfast in hand – Phil happy to run bar for social.
- f. Booking rate review. Discussion of having tiered pricing for different users. Simon suggested a discussion with possible changes to each group. Jo to draft a letter with suggested changes and circulate to committee. Blanket charge to irregular users increase to £15/hour – voted unanimously. Remove term of Children's party on booking form – agreed.

9. AOB

- a. Spencer Taylor would like to have a tent sale held on a Saturday morning– proceeds to the hall – all agreed.
- b. Bell ringing meeting 16 April– would like to use car park, agreed.
- c. School to use car park during work at school during the day – agreed.
- d. Spring clean around the hall etc – date to be arranged.
- e. Sam Wheller has approached Martin with plans about a three year plan for Doorstep Green. Sam to be invited to come to the May meeting to present his ideas.



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- f. Jo presented to the meeting a painting of the village hall by Bev Law – Painting to be hung in the kitchen. Dave to formally write to Bev thanking her for the picture.**
- g. Joy – equipment in the store room has not been stored in the same location each week. Martin to include a mention to all users in letter about cost increases.**
- h. Ellie – labels on wall in hall for chair stacks required.**
- i. Ellie - Windows in kitchen need blinds – Martin to chase. All agreed to purchase and fit suitable blinds if found.**
- j. Ellie – The Bugle has no volunteers to take over as Editor at this time.**
- k. Ellie - Aerial for water meters – Ellie is contact – to be passed to Dave. Agreed.**
- l. Michelle – Bike show committee would like to attend next meeting re show -Martin to add to Agenda.**
- m. Jo – the BVH mobile hall has been updated with Jo’s old smart phone – same number.**

10.Date of next meeting (5th May)

11. Close @2050



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Job Sheet

Job Number

Breakdown details / parts required / parts fitted

Plumbing work undertaken

Went to Bedford Village Hall to investigate issues with heat pump. Turned up to the property and it was an issue with the air-conditioning unit. Apparently the air-conditioning unit did not work when temperatures went below freezing and appeared with a P 29 error code having spoke to Panasonic technical I asked Whether the temperature threshold could be Adjusted to allow the air conditioning unit to work in freezing conditions. The man on the phone explained that due to the heating and cooling these temperatures could not be adjusted. He advised that we keep the temperature at 18 degrees overnight just to keep the AC ticking over. When I finished on the phone to technical I went through the settings with the customer to show them how to change the temp and times and also showed them how to lock the controllers so nobody could fiddle with the settings. After discussion we come up with the idea to run the AC from 9-11am at 20 degrees to take the chill out of the rooms and then when it comes nearer to winter time to add an additional time of say 9pm- 8pm at 18 just to keep it ticking over and see how it goes.

Have you left site clean & tidy? Yes	Have appropriate photos been taken? No	Has the customer been informed of works undertaken? Yes
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Signatures:

Engineer Signature 	Print Name Brian Levein	Date 24/03/2026
Client Signature	Print Name	Date

Photos

Comments:

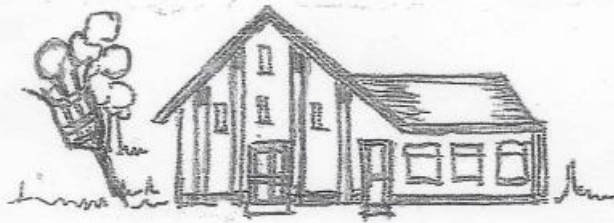
A quote is needed for additional 3 units added to the system

Photo 1

Photo 2

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3



Beaford Village Hall

Charity No 300757

Quay Windows

UPVC, Aluminium & wood

Beaford Village Hall
Beaford
Winkleigh
EX19 8LU

3/4/2026

QUOTATION

FAO Martin

Please find below your quotation as requested:

Supply and fit 8 white fixed pane upvc windows. 1 into the wc, 2 into the gents toilets, 3 into the ladies toilets and 2 kitchen windows.

Net £1,940
Vat £388/
Total £2,328

Windows are around £240 plus vat each

Price includes removal of all debris, all making good and 10 year insurance backed guarantee

Please sign, date and return one copy if you wish the work quoted to be carried out. Any queries please do not hesitate to contact me.

Kind regards Scott.

Date: 15/04/2026

Customer: *al. chl*

- MARTIN CHURCH

Kind regards Scott

ON BEHALF OF BEAFORD VILLAGE HALL

Scott Humphreys
16 Estuary View, Northam, EX39 1XZ
Tel: 07966 349 377
VAT NO 175395475
Email: quaywindows@live.com

