WILLIAM BLAKE MEMORIAL HALL - MANAGEMENT COMMITTEE

MINUTES OF THE MANAGEMENT COMMITTEE MEETING
HELD AT 7.00PM ON MON 28TH APRIL 2025
IN THE BLAKE HALL

PRESENT

i. **Elected Members:** Francis Blake (Chairperson), Anne Brown (Treasurer), Jo Tudor (Secretary), June Trask
ii. **Representative Members**: Stephen Carp (SP Parish Council), Beryl Male (WI), Jan Stanton – elected at the meeting (Combined Arts)
iii. **By Invitation**: Linda Bleasdale (Hall Manager)

NO	MINUTES
1.	**Chairman's Welcome, Apologies, Introductions and Notices** Apologies were received and accepted from Angie Long (Representative Member SP Sports and Social Club), Kathy Vertannes (Elected Member) and Pete Ellis.
2.	**Committee Membership (following AGM)** ***Elected Members***: It was noted that the following had been re-elected as Elected Members at the AGM held immediately before: Francis Blake, Anne Brown, June Trask, Jo Tudor and Kathy Vertannes (if she wished to serve). ***Representative Members:*** **Representative Members** – The Scheme of Regulation allowed the appointment of up to six representative members, to include the Parish Council, from its regular users. The four regular users groups previously approved to appoint representatives to sit on the Committee had all put forward names for 2025/26 **and these were agreed unanimously by the Committee.** No other Groups currently wished to be represented. i. ***Combined Arts Society*** – Jan Stanton to be appointed as new representative (replacing Sue Budden). ii. ***South Petherton Parish Council*** – provisionally Stephen Carp (with Parish Council to confirm after their May 2025 meeting) iii. ***South Petherton Sports and Social Club*** – Angie Long to continue as representative iv. ***Women's Institute*** – Beryl Male to continue as representative *v.* ***Vacancy*** *vi.* ***Vacancy*** ***Declaration of Membership:*** Eligible members present signed the Declaration of Membership for 2025/26 as required by the Scheme of Delegation. ***Officers:*** Francis Blake, Anne Brown and Jo Tudor stated that they were willing to continue in their respective roles as Chairman, Treasurer and Secretary. Currently, no other committee members wished to take on these roles and t**he Committee agreed the appointments unanimously.**
3.	**Minutes of the Previous Meeting held 20th January 2025** The minutes of the previous meeting were **agreed as a correct record** and signed by the Chairman.
4.	**Actions and Matters Arising from Previous Meeting(s)** A brief update on the actions from the previous meeting, including those that had been completed, was circulated with the agenda and is included below on Page 4. Actions required further discussion were picked up under the relevant agenda item.
5.	**Financial Management and Report (Anne Brown)**

NO	MINUTES
	The Treasurer presented the following figures as of 19th April 2025, report including a breakdown of figures is also included below. • Total Income since 1st Jan 2025 – £6,807.70 • Total Expenditure since 1st Jan 2025 - £6,169.54 • Balance in Co-op Current Account – £7,180.51 • Balance in Bath Building Society - £22,415.77 With regard to Action 8 from the last meeting, the Treasurer, in her report, noted that there had been a refund of £742.20 from the Parish Council to pay for the electricity used for the village Christmas lights. **Stephen Carp confirmed that the Council had agreed that it would continue to pay such costs** providing evidence of excess expenditure was provided as had happened for Christmas 2024.
6.	**Hall Management and Report (Linda Bleasdale)** The Committee had received a summary report from the Hall Manager for February to April 2025 which was taken as read. Issues requiring discussion were: • **Hall Floor** – Since the Hall floor was rewaxed at the end of March, one of the dance groups had complained that it was slippery and one of their members had fallen. No other Groups had reported a problem and some had responded positively to the improved appearance. **It was agreed that the situation should be monitored by the Committee and all Groups should be reminded that they needed to carry out their own risk assessments.** **Action 1: Jo Tudor to contact Groups re risk assessments for their classes.** • **Electrics –** Linda confirmed that she had booked the Five-year Electrical Installation Condition Report and emergency lighting check for 9th May. This would not include the stage electrics at this stage. June Trask had kindly commissioned a report from a qualified theatre technician to report on the stage electrics which had been provided to the Committee. This confirmed that current arrangements were not fit for purpose and needed to be taken out of use immediately. June also reported that she was planning a fundraising event (hopefully, this Autumn) for which she would hire a lighting stand. June Stanton noted on behalf of the Art Group that adequate lighting was very important for her class to run. **Action 2: Linda Bleasdale to ensure that stage electrics were decommissioned** • **Boiler** – Linda reported that puddles were appearing under the boiler due to a cracked heat exchanger that could not be replaced as it was no longer available. The flue also did not meet current standards. In view of the planned renovation over the next couple of years, this was very unfortunate timing. **Action 3: Linda Bleasdale to ask Jess if it was feasible to get a reconditioned boiler which could be sold on after the renovation.** **Action 4: Stephen Carp to approach Council for support with funding a reconditioned boiler.** • **Kitchen crockery** – an enquiry had been received regarding loaning out kitchen crockery eg cups, saucers, plates etc. After some discussion, **it was agreed that as a general policy, this should not be allowed** to due to the work entailed in managing it and risk of breakages/loss etc.
7.	**Renovation of the Hall and CCS Carbon Reduction Project (Francis Blake)** The Chairman provided an update on the project. The result of the application to the Somerset Community Foundation's *Community Building and Energy Efficiency Fund* was expected withing three weeks. A major fundraising exercise would be needed to raise money for the work.

NO	MINUTES
	During the Committee discussion, it was recalled that Adam Dance had said he could help with identifying sources of funding. Stephen Carp noted that he was keen to improve accessibility to the first floor with an external lift. The Parish Council had a budget line for community building funding which might be a source of a proportion of the funds needed. It was noted that the Community Hub Group was likely to disband in current guise but it could be valuable to talk to Hub Group members about possible sources of funding. It was also important to take note of and feedback on the responses to the Hall user survey. **The Committee agreed to convene a working group** to drive the Renovation Project. It would comprise Francis, Anne, Linda, Jan, Pete and Jo and anyone else on the Committee who wished to join. **Action 5: Francis Blake to set up initial meeting of the Working Group.** **Action 6: Jo Tudor to ask Committee Members if they wished to join the Working Group.** **Action 7: Jo Tudor to prepare summary of responses to survey including replies to open-ended questions.**
8.	**Hall Bookings and Users (Jo Tudor/ Linda Bleasdale)** Jo Tudor was still acting as temporary Booking Contact and submitted a short written report which was taken as read. Linda Bleasdale was still showing prospective bookers around the Hall and providing access. Key points from the report included: • Hire charges were £9.00 per hour for regular bookers (including any additional casual bookings) and £12.00 per hour for one-off events. These figures should be kept under review. Nikki Jone's help with invoicing regular users was much appreciated. • The loss of the Over 60s and Bridge Club meant that income was down by £52.00 per week offset only by the new Yoga Club which brought in £12.00 per week. Promotion of the slots now available on Facebook had not immediately attracted any new users. • As of 27th April, there were 27 firm casual bookings with an expected income of around £1.5k. **Action 8: Linda Bleasdale to look at what other local halls were charging for booking to see if we were still in line with current rates.** **Action 9: Jo Tudor to contact Kathy Vertannes again to see if she had been able to progress the work on regularising payment to cut down on workload or whether another approach was needed.** **Action 10: Jo Tudor to contact the Beale Family with regard to removing the Over 60s club material.**
9.	**Blake Hall Website and Promotion of the Hall** Nikki Jones was taking forward the work on maintaining the Hall's website (in consultation with Stephen Carp) and promoting the Hall as previously agreed. Work was still needed on ensuring contacts were up to date and providing more information on the various users and committee members including photos of activities of the Hall to complete Actions 16 to 18 from the last meeting. Jo Tudor and Francis Blake reported problems with the Website email system – almost all incoming emails were ending up in Spam causing delay and confusion. It had not been possible to update the Hall's Facebook page because those previously involved had not yet transferred administrative rights. **Action 11: Stephen Carp to continue to provide Nikki with technical help regarding updating and developing the website.** **Action 12: Francis Blake and Jo Tudor to provide Nikki with guidance and support on website and Facebook strategy and content.** **Action 13: Stephen Carp to try and adjust settings so Blake Hall emails do not end up in the spam folders.** **Action 14: Committee Members to provide Nikki Jones with photos of the "Blake Hall in Action" and, if they had not already done so (and were willing), photos of themselves.**

NO	MINUTES
	Action 15: Jo Tudor to contact Kathy Vertannes/ Antonia Gatehouse again with regard to changing the Hall's Facebook page administrative rights to Nikki.
10.	**Hall/Committee Administration (Jo Tudor)** The Safeguarding and Health and Safety Policies were agreed in principle by the Committee including Jo Tudor's role as safeguarding lead. The Committee now had several policies drafted which needed to be put on the website as soon as possible to complete Action 19 from the last meeting. **Action 16: Linda Bleasdale to consider being identified as the Hall's Safety Officer.** **Action 17: Jo Tudor to ensure that the Hall's policies were ready for publication and send copies to Nikki Jones for uploading.** **Action 18: Francis Blake and Jo Tudor to consult re whether any further policies needed.**
11.	**Any other Business** • **Wi-Fi Signal** - With regard to Action 6 from the last meeting regarding lack of Wi-Fi signal in the Committee Room, Stephen said that Gigaclear had said that there were no faults. A site visit would be required if we wish to process with a booster for the Room. This was agreed. A banner advertising the free Wi-Fi from Gigaclear was now on the website. **Action 19: Stephen Carp to contact Gigaclear.** • **Flower Troughs** - With regard to Action 7 from the last meeting regarding Parish Council funding for biannual planting and maintenance of the flower troughs, Stephen Carp confirmed that the Council would meet these costs. • **Christmas Lights – Stephen reported back that the PC was considering replacing some of the older lights?** • **Fire Procedures** - As a result of the recap at the AGM for Committee members about the fire procedures, Jan Stanton would relay this information to her Art Group. **It was agreed that all Groups should be reminded of the need for fire training.** **Action 20: Jo Tudor to advise Groups that they should run through fire procedures with their members.**
12.	**Date and time of next/ future meeting(s)** • Dates of next Committee meetings: **7.00pm on Mon 22nd Sept 2025.** • Date of next AGM: **6.30pm on Mon 27th April 2026**

The meeting finished at 9.00pm

UPDATE ON ACTIONS FROM THE LAST COMMITTEE MEETING

ACTIONS FROM LAST MEETING HELD 20TH JAN 2025 (New actions from Jan 25 meeting shown in green. Where action was brought over from Sept 24 meeting, previous number also shown in brackets in black.)	**UPDATE FOR MANAGEMENT COMMITTEE MEETING HELD 28TH APRIL 2025**
Action 1 (Action 3): **Jo Tudor** to contact Chris Hockey and see if he knows about the status of the current lease with the Sports and Social Club and the location of the title deeds – not heard.	**Superseded** – see Action 3
Action 2 (Action 4): **Jo Tudor** to go through the Hall "archives" again re SSC lease and deeds – not heard.	**Superseded** – see Action 3
Action 3 (Action 5): **Stephen Carp** to talk to PC secretariat re whether SCC lease is with local solicitors – not heard.	**Completed** - SC has found out that lease was drafted but not completed or signed due to pandemic.

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Action 4 (Action 6): **Stephen Carp** to talk to PC secretariat re title deeds at Land Registry – not heard.	**Completed** - Deeds not located. "Statement of Truth" is being prepared.
Action 5: It was **agreed** that **Linda Bleasdale** should proceed with replacement of the out-of-date fire extinguishers, and with servicing of the Lincat water heater.	**Completed**
Action 6 (Action 8): **Stephen Carp** to ask the PC if the new Gigaclear Wi-Fi can be boosted – not heard.	**Update required** - Gigaclear have offered another free year as long as company advertised on website. SC waiting for technical feedback re possibility of boosting WiFi.
Action 7 (Action 10): **Jo Tudor** to contact PC re ongoing funding for biannual planting and maintenance of the flower troughs and also repair of the watering system – not heard.	**Update required** - Steven Carp advised that costs for South Petherton in Bloom were discussed by Council. He would check if the Blake Hall and watering system were included.
Action 8 (Action 12): **Jo Tudor** to analyse further the additional costs due to hosting the Christmas lights and report to Chairman to consider what further action to take – not heard.	**Completed.** Hall's electrician advised that Hall was paying for all lights in St James' Street. Cost calculated at £742.20. Parish Council has refunded in full.
Action 9 (Action 13): **Stephen Carp** to feedback to the PC re replacing the Christmas lights – not heard.	**Update required.** Stephen reported that Council had allocated funds for renewal of Christmas lights. SC looking at options and obtaining quotes.
Action 10: **Francis Blake** to work with Nikki on preparing the consultation questions for comment.	**Completed.** Update to be provided at this meeting – Agenda Item 7
Action 11: Francis Blake to draft a Safeguarding Policy for comment.	**Completed.** Due for approval at this meeting – Agenda Item 10
Action 12: Francis Blake to approach Orme Architects to cost up the development of a project plan to form the central part of a funding application to Somerset Community Foundation.	**Completed**. Update to be provided at this meeting – Agenda Item 7
Action 13 (Action 15): **Kathy Vertannes** to consider how the process to invoice regular users could be streamlined and standardised – Kathy has apologised for not doing this yet.	**Update required**
Action 14 (Action 16): **Sue Budden** to check if Group can pay rent by Standing Order – waiting on Action 15.	**Completed.** Anne Brown has reported that payments continue to be paid by cheque.
Action 15 (Action 17): **Jo Tudor** to update Hall information to show that table hire for use outside the Hall was available but now at a cost of £2.50 per table – not heard.	**Completed**

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Action 16: (Action 18): Any remaining **Committee members** who were willing for their photos to appear on the website to send them to **Stephen Carp** – ongoing.	**Latest update required.** New committee members need to be invited to submit photos
Action 17: Pete Ellis, Beryl Male, Angie Long, June Trask – (Action 19): Committee members to send photos of the "Hall in action" including historic to Stephen Carp for the website. Table tennis – **Pete**, WI – **Beryl**, Children's Christmas party – **Angie**, FolkFest – **June**.	**Latest update required.** Francis has started a Dropbox collection at https://www.dropbox.com/scl/fo/19do0ieke2kkxm07f5kpt/h?rlkey=brvwjgt9kvnzfln66rudp8cv5&e=1&st=6pwb8d34&dl=0
Action 18 (Action 21): **Stephen Carp** to update information regarding users on the website. (Jo would provide an update list of users.) – not heard.	**Completed -** by volunteer Nikki Jones
Action 19 (Action 23): **Jo Tudor** to ensure that Stephen Carp received copies of each of the Hall's policies for the Hall website as soon as possible – not heard.	**Update required.** Work still in in progress. Current state of play to be reported at meeting.

FINANCIAL REPORT JAN TO APRIL 2025

Figures as at 19/4/25

Income WBH 1 Jan 25 to 19/4/25

Social Club	Regular	Casual	Grants	Refunds	Sundries	Total
2400	2253	1402.5		742.20	10	6807.70

Expenditure WBH 1 Jan 25 to 19/4/25

Cleaning	Capital	Insurance	Maintenance	Sundries	Deposit refund	Electricity	Gas	Water	Licences	Contractors	Total
462	0		906.36	252.14	346	1429.60	2173.01	100.86	94.57	405	6169.54

NOTES

- The refund of £742.20 refers to a payment from the PC for the electricity used for Christmas lights.
- The Licence amount is for PRS (Performing Rights Society).

Summary

We finished the financial year with a Coop balance of £7180.51 and a Building Society balance of £22415.77 (including interest.)

The Coop account as at 19/4 stands at £7818.67 which includes the income and expenditure as above since 31/12/24. The Building Society remains untouched.