WILLIAM BLAKE MEMORIAL HALL - MANAGEMENT COMMITTEE

MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD AT 7.30PM ON MONDAY 27TH APRIL 2026 AT THE BLAKE HALL

PRESENT

i. **Elected Members:** Anna Blake (Chairperson), Anne Brown (Treasurer), Nicky Marks (Secretary), June Trask
ii. **Representative Members:** Beryl Male (WI), Stephen Carp (Parish Council)
iii. **By Invitation**: Jo Tudor (Bookings Manager)
iv. **In Attendance:** Francis Blake, Jan Stanton (Arts Group)

NO	MINUTES
1.	**Chairman's Welcome, Apologies, Introductions and Notices** Apologies were received and accepted from Steve Hill (Hall Manager), Angie Long (South Petherton Sports & Social Club) and Kathy Vertannes.
2.	**Minutes of the Previous Meeting held 26th January 2026** The minutes of the previous meeting were **agreed as a correct record** and signed by the Chairman.
3.	**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 5. Any other actions requiring further discussion were picked up under the relevant agenda item and are minuted below.
4.	**Financial Management and Report (Anne Brown) – *Finance report included in papers*** A summary of the current financial situation was circulated with the agenda. Anne presented the figures covering the period from the December '25 balance sheet to April '26. **Income** • Total income for the period was £6,057**.** This includes rent from the South Petherton Sports & Social Club, hall hire, and a refund for the electric lights. **Expenditure** • The majority of expenditure was on electricity. Although costs have been high, this must be viewed alongside the fact that the hall is no longer paying for gas. Bills are also expected to reduce as warmer weather arrives. • General maintenance costs totalled £960, with savings anticipated now that Steve has taken on the Hall Manager role. • The Sports & Social Club currently pays £700 per month, with an increase scheduled for next year. • A refund was received for a faulty kettle. **Balances** • £4,066 in the current account. • 22,826 in the building society account.
5.	**Hall Management and Report (Steve Hill/Francis Blake) – *Hall management report included in papers*** The Committee had received a brief report from the Hall Manager which had been circulated with the Agenda.

NO	MINUTES
	The following issues were discussed: Hand Wash Dispensers: These need to be replaced **ACTION 1:** Steve to source replacement Roof Issue: Steve had made a request to see if anyone has a drone to look at roof (wire mesh on tower needs investigated). This would cut down on costs of paying for a roofer. In answer to a question, it was felt unlikely that you could access from inside the building **ACTION 2:** Stephen knows someone who may have a drone and will contact **ACTION 3:** Nicky to contact Steve Harrison in the Photographic Society to see if he can help
6.	**Renovation of the Hall (Francis Blake)** **Funding Opportunities** • Stephen Carp advised that the **Co-op** have a scheme where they will donate around £2,000, but a full business case is required before they can commit. • An application to the **Somerset Community Foundation** had been submitted to help identify what is needed for the project. • Further work is required on planning considerations and long-term funding strategy. • It was noted that successful fundraising will require someone with strong fundraising knowledge and experience. **Support and Expertise** • It was agreed to advertise on the Blake Hall Facebook page for someone with the skills to help lead on a long-term renovation plan. **Who is owning this action?** • Thrive can provide guidance and support; contact will be made to understand the process and available assistance. **Who is doing this?** **Lift Proposal** • The Parish Council previously costed an external lift at **£**40,000, but this figure did not include the foundation work. • Stephen noted that the Parish Council needs to begin building a budget to protect community assets. A business case will be required to justify the need for the lift and any associated works. **ACTION 4:** Advertise for fundraising expertise on the Blake Hall Facebook page to find someone who can support the long-term plan **ACTION 5:** Talk to THRIVE for advice and guidance on the renovation and funding process
7.	**Hall bookings and Users (Jo Tudor) -** ***Hall management report included in papers*** Jo presented her report, confirming that there are 22 regular groups currently using the hall. There have also been 28 one-off bookings, with more expected in the pipeline. Jo requested a new noticeboard for the hall. It was suggested that the donation received from the recent wedding could be used to fund this. Jan proposed approaching the Men's Shed to see if they could build an enclosed noticeboard fitted with unbreakable glass. **ACTION 6:** Action: Jo to explore noticeboard options and liaise with Steve Hill regarding requirements and installation. **ACTION 7:** Stephen Carp to speak to Parish Council for approval of new notice board Forms and Policies Update – Ongoing. Review needs to be undertaken on the forms to ensure they are up to date. Jo needs to update using developer and it was suggested that

NO	MINUTES
	Dominic may be able to help with this. Petherton Players Group: June informed the meeting that the Petherton Players group is expanding. They will be performing at the South Petherton Folk Fest in June, with the theme *Somerset Folk Tales*, presented in the form of a dragon. The performance is scheduled to take place in the hall at 3.15 p.m. The group is increasing its social media activity, promoting auditions on 28th/29th June for their October production. The play, titled "The Village Hall", will have scheduled rehearsals and will run over several days in October. Jo will contact Angie to request that no band is booked in the club during the performance period, if possible. The bar licence fee is £22.00, and June will also speak to Angie about assisting during the event. **ACTION 8:** Jo to contact Angie to see if a band can be avoided for the October performance and to see if they could assist with a bar Storage: Steve Hill has shown June the basement which may help with storage, and there may be potential to store items in plastic boxes. The group is also looking into becoming members of the Combined Arts Society. June noted she needs to liaise with Anne regarding payment for the use of the hall New notice board: See above Hall Decoration: Jo commented on the hall possibly needed some decoration and that the ceiling tiles need to be looked into. Jan Stanton also informed the meeting that there will be an art exhibition in the hall at the end of May.
8.	**Blake Hall Website and Promotion of the Hall** Stephen had previously given Oliver access to the website, but Oliver is no longer able to provide support. The Hall Hire Agreement now needs to be updated on the website. Jo confirmed she can promote updates via the Facebook group, including adding details about the Art Exhibition and the Petherton Players. It was suggested that we reach out to Dominic to see whether he would be willing to take on website updates and support Stephen.
9.	**Sports & Social Club** The Sports and Social Club lease is now with the Parish Council for final approval and signing. Angie was due to speak with Clare at the Parish Council regarding a potential increase in funding for the public toilets. At present, it is not known whether this has been actioned.
10.	**Committee Membership/ Admin Update** Election of Chair, Treasurer and Secretary were all appointed at the AGM held earlier in the evening.

NO	MINUTES
	It was felt it might be worth doing a review of organisations that are regular users to see if anyone wishes to become a representative Member. Current Representative Members are from the WI, Parish Council, Combined Arts Group and Sports and social club but there is space for two more representatives. WI, PC, SSC, combined arts group – space for two more. **ACTION 9:** Jo Tudor will contact groups to see if anyone wishes to become a representative member.
11.	**Any other Business** Beryl asked whether Stephen could confirm if the outdoor troughs are being dealt with. Stephen confirmed it was in the council budget to be done twice yearly
12.	**Date and time of next/ future meeting(s)** Date of next Committee meeting: **Monday 28th September 2026 at 7.00 p.m and Monday 25th January 2027 at 7.00 p.m**

The meeting finished at 8.30 p.m

UPDATE ON ACTIONS FROM THE LAST COMMITTEE MEETING

Where required, the Chairman will deal with actions from the last meeting under the agenda items indicated.

	ACTION FROM LAST COMMITTEE MEETING 26th January 2026	UPDATE ON ACTIONS AS AT 27th April 2026	OUTCOME
ACTION 1	Steve to fix ceiling tile	Steve trying to source support rail for tile	
ACTION 2	Steve to check out windows and if necessary, will contact the roofer.		**COMPLETE**
ACTION 3	Steve to action invoice for repair work		**COMPLETE**
ACTION 4	Steve to ensure cleaning equipment available		**COMPLETE**
ACTION 5	Jo to write to users to ensure tables are cleaned after use		**COMPLETE**
ACTION 6	Jo to write and ensure users are made aware of how to safely stack tables		**COMPLETE**
ACTION 7	Francis to write to Clare at the Parish Council	Clare fed back to Francis that they trialled a wifi extender in their last meeting which seemed to work OK	**COMPLETE**
ACTION 8	Fillers around front door need redoing – Steve to action		**COMPLETE**
ACTION 9	Nicky to look to see what grant and funding bodies are available. Look at THRIVE see what advice they give		**COMPLETE**
ACTION 10	Jo to advice users of art exhibition and potential theatre group show		**COMPLETE**
ACTION 11	Steve to organise a bell to link into the main hall		**COMPLETE**
ACTION 12	Stephen Carp to update policies on website and/or work with Oliver Coulson		**Agenda Item 8**
ACTION 13	Stephen Carp to set up meeting with Chelsea Abbot and Oliver Coulson, then Francis to work with Chelsea and Oliver and other committee members on promotion of the Hall and new policies		**Agenda Item 8**
ACTION 14	Nicky to check with Jo Tudor about TA13 and Facebook		**COMPLETE**
ACTION 15	Angie Long to talk to Clare at the Parish Council for increase in funding		**Agenda Item 9**
ACTION 16	Francis Blake to forward to the Parish Council to arrange signing of lease	Awaiting signature by Parish Council's solicitors	**COMPLETE**
ACTION 17	Nicky to email Kathy Vertannes	Email sent 09.02.2026	**COMPLETE**
ACTION 18	Anne to complete changing of signatories		**COMPLETE**

WILLIAM BLAKE MEMORIAL HALL - MANAGEMENT COMMITTEE

	ACTION FROM LAST COMMITTEE MEETING 26th January 2026	UPDATE ON ACTIONS AS AT 27th April 2026	OUTCOME
ACTION 19	Steve to check drain by pavement outside building		**COMPLETE**
ACTION 20	Jo to contact the Flood Group with a positive response and request a policy and procedure	The Flood Group contacted Franics who responded back in March, saying we're very open to their suggestions but suggested we need a policy and procedure to agree how it would all work and what would be involved, decision points, etc, and asked them to draft something. Nothing received as yet.	**COMPLETE**