

**Dolton & Dowland**  
**Village Hall Committee**  
Registered Charity N° 300816

**Minutes of a Committee Meeting held on Wednesday 26th October 2005.**

Linda Genge	Chairman, Elected member, Youth Committee	804767
Pauline Wooddisse	Treasurer. Elected member	804231
Angela Chivers	Parish Council, Assistant secretary	804582
Roger Dunn	Youth Committee, Assistant secretary	804608
John Folland	Elected member	804347
Jenny Elmer	Elected member	804585
Sally Berkley Sage	Elected member, St Edmunds Church	804468
Nick Wood	Elected member, St Edmund's Church	804256
Sue Jury	Parish Council	804510
Viv Cotter	Women's Institute	804346
Cathy Freeman	Women's Institute	804263
Rose Lock	Carnival Committee	804254
Cynthia Giles	Carnival Committee	804489
Sarah Ashman	Pre- school	
Tracey Mardon	Amateur Dramatic Society	804334

**1) Apologies for absence**

Apologies for absence were received from Rose Lock, Sue Jury, Angela Chivers, Viv Cotter, Cathy Freeman, Angela Chivers and Tracey Mardon.

**2) Minutes of the meeting held on 28<sup>th</sup> September 2005**

The minutes of the meeting held on 28<sup>th</sup> September 2005 were circulated, read and signed.

**3) Matters arising not covered elsewhere on the agenda**

**a) The Trafalgar weekend**

This is just over, and it is too early yet to have a full picture of the financial situation, as there are still bills to be sorted and paid. This is to be reported at next month's meeting. However, it was felt that the music and barbecue on Saturday night was not as well attended as it should have been, and lessons need to be learned from this.

**b) Cooker**

Regarding the three-phase supply to the cooker, Linda Genge has spoken to Steve Hammond, chasing this work. Steve Hammond has told her that she needs to co-ordinate a time convenient to both himself and SWEB. It was felt that this is merely a delaying tactic, as this co-ordination needs to be carried out by the electrician, not the customer.

**c) Balloon race**

Vouchers and chocolates (Dolton fudge) have been sent to the winner and the returnee of the winning balloon ticket. Postcards have not yet been sent to all the others who returned the balloon tickets.

**d) Licensing**

Sally Berkeley Sage raised a question regarding the Church Christmas Fair on 19th November. This was concerning the licence. In the following discussion it was clarified that the current licence allows for up to 10 events per year, the village hall has not been charged for this licence, but an application has to be made for each event and for this a small fee of around £10 will be made. We need to consider in future whether we may need to change the conditions of the licence, either for more than 10 events or for showing the films. It was agreed to make this an agenda item for next month.

**4) Financial matters and Treasurer's report**

Nick Wood raised the question regarding clause 21 of the governing document. This states:

"Any sum of cash at any time belonging to the foundation and not needed as a balance for working purposes shall (unless otherwise directed by the Secretary of State) be treated as capital and invested."

This questions whether we are allowed to build up funds for future projects. In light of this it was decided to rename the restoration fund "working balance".

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	<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
Current account	£2,986.70	(Of which £1,347.15 is stove fund)	
Savings account	£2,327.66		
Restoration fund / Working Balance	£3,200.48	£500 transferred to current account to pay for cooker	
Cash-in-hand	£115.56	This does not include any of the money from Trafalgar weekend	
Income during the month	Coffee Mornings (3)	£15.85	
Outstanding accounts	Income	To come in this month	£110.03
	Payments		
			£200.00
			£119.26
			£35.64

## 5) Village Hall General.

### a) Trustees responsibilities

Nick Wood briefly laid out some clarification for this, and thought we need to consider two separate aspects. Firstly responsibilities - this can be subdivided into duties and liabilities, and secondly the composition of the committee.

The Charity Commission has updated its document on roles and responsibilities of trustees (cc3). We need to get copies of this updated document for each committee member in order that they may study this.

Once everyone is in possession of the latest edition of CC3 we will need to discuss this at the next meeting.

### b) What next?

#### i) Christmas Craft Fair 3rd December

Jenny Elmer reports that the organisation of this is well in hand.

Decoration of the village hall is to take place on the afternoon of Friday 2nd December. All available helpers please.

Pauline Wooddisse and Sue Jury will be doing Santa's grotto this year, as Hetty and Margaret will not be able to help.

Regarding food for the event. Sally has organised this, but requires more cakes etc to go with the teas. Bobby Payne has helped with food in the past, but the committee are worried that we may be asking too much of her. Nevertheless, Sally will ask her whether she is willing to help once again.

Jenny Elmer asked whether we would be offering a prize for the best stall again this year. It was decided that this does not add in any way to the event, and so will not be happening this year.

Jenny Elmer is dealing with the advertising for this event.

The amount we charge stallholders for the tables has not changed for some considerable time. It was decided that we should consider this as an agenda item at December's meeting.

#### ii) Casino night

This is planned to take place either at the end of February or the beginning of March next year.

Linda Genge suggests a James Bond theme. The event should be made as special as possible, and may already have lined up some possible cabaret singers and others to take part in adding to the flavour of this event.

#### iii) Old-time music hall

It was originally intended that this was to be an event to raise money for village hall funds. However, it appears that some are trying to hijack this event for other purposes. We are awaiting further information on this.

**6) Any other business.**

**a) Vehicles using the car park**

The parking of builders' vans on Village Hall property during construction work at Little Bay has been causing problems, particularly on Friday mornings during the coffee morning. Linda Genge is to speak to Mr and Mrs Parker about this.

**b) Village Hall estate.**

Nick Wood reports that the Charity Commission are prepared to vest the final parts of the property without the need for recourse to the full formalities. This is to be discussed at next month's meeting.

**c) Glass in the entrance doors.**

Linda Genge is to make further inquiries as to who can fit this for us.

**d) Electrical inspection**

Roger Dunn raised the question of the electrical inspection, which is due now soon. We no longer have anyone locally to do this for us, so we must look elsewhere. Roger Dunn is to try and find someone for this.

**The meeting closed at 8:50pm**

**7) Next Meeting**

The date of the next meeting is set for Wednesday 30<sup>th</sup> November 2005 at 7:30pm