

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

Minutes of the committee meeting held on Wednesday 25th January 2006 at 7:30pm.

Linda Genge	Chairman, Elected member	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	804468
Nick Wood	Elected member	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	
Ann Coombs	St Edmunds Church	804834
Tracey Mardon	Amateur Dramatic Society	804334

At the beginning of the meeting the chairman welcomed Ann Coombs as the new representative for St. Edmunds Church council.

1) Apologies for absence

Apologies for absence were received from Rose Lock and Cathy Freeman.

2) Minutes of the meeting held on 30th November 2005

The minutes of the last meeting as circulated were signed as a correct record, subject to a small alteration to the layout of the treasurer's report, where the "outstanding accounts" and "sum to come in for that month", were mixed up.

3) Matters arising not covered elsewhere on the agenda

- i) Linda Genge reported that the electrical work associated with the new three-phase cooker supply was well under way by Steve Hammond, and should be completed in the next couple of days.
- ii) Viv Cotter raised the matter from the "any other business" section of the minutes, where it was stated that the deposit charged to hirers of the hall would be at the caretakers' discretion. It was felt that this may firstly put too much pressure on the caretaker, and secondly might make some people feel victimised by the caretaker. It was agreed that such deposits charged should be at the discretion of the Village Hall Committee, and not the caretaker alone.
- iii) Roger Dunn reported that the electrical installation inspection has been carried out by Roy Graham Electrical, of Torrington, but we are still awaiting his paperwork to return. Also that the new thermostat for the main hall remains on order but after checking today, it still has not arrived.

4) Financial matters and Treasurer's report

i)		<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
Current account		£4,607.28		
Savings account		£2,343.47		
Working Balance		£3,218.22		
Cash-in-hand		£77.41		
Transactions since last meeting	Income			
			Coffee Mornings	£256.16
			Outstanding accounts	£0.00
			Old Time Music Hall	£220.82
			To come in this month	£62.60
			Christmas Fair & Dance	See separate tables
	Payments			
			Caretaker	£200.00
			South West Water	£65.72
			Bowden's Cleaning services	£16.46
			Peter Pearson (glass in entrance doors)	£91.20
			Cooker deposit	£325.00
			Mrs Hill (letter circulated to committee)	£23.20

ii) Christmas Fair

INCOME		EXPENSES		BALANCE
Raffle	£102.05			£102.05
Refreshments	£120.60	Bacon etc	£15.55	£105.05
Tables	£115.00			£115.00
Father Christmas	£16.50	Presents	£26.28	
		Loan of Santa suit	£5.00	-£14.78
	£354.15		£46.83	
				£307.32

iii) Christmas Dance 2005

INCOME		EXPENSES		BALANCE
Door	£84.00	Band	£75	£9.00
Raffle	£45.00			£45.00
Sweets in jar	£17.10			£17.10
	£146.10		£75.00	
				£71.10

5) Village Hall General.

a) Trustees responsibilities

Nick Wood explained that further to his letter, which has been circulated to all committee members, there are two main issues that need to be understood. Firstly the responsibilities of trustees as explained in Charity Commission document CC3. Secondly the composition of the committee, which is currently laid down by the governing document.

A discussion followed in which it is clear that most members of the committee are happy with their responsibilities, but there remain some worries about personal financial liabilities. Nick Wood explained that there should be no worries unless someone goes out on a limb without the backing of the committee, or the committee does something which is outside the scope of the Governing Document. Insurance is available, and subject to permission from the Charity Commission, it should be possible to meet the cost of this insurance from the committee finances.,

Linda Genge than read from a proposal form from the Zurich Municipal Insurance company, for Trustee And Trust Fund Liability.

Cover includes

"Damages and claimants costs you are liable to pay up to the limit of indemnity arising from maladministration committed by any trustee, officer or committee member while acting on your behalf"

Cover excludes

"Losses arising from infringement of any obligation imposed by statute, regulation or common law in respect of any benefit system to employees.

"Losses arising from infringement in respect of pension plans.

"Breach of professional duty in the provision of advice, design or specific or other professional services.

"Product liability.

"Any person gaining personal profit for which they have no legal entitlement.

"Intentional dishonesty or fraudulent, criminal or malicious act.

"Pollution or contamination.

"Disputes in respect of the race relations Act 1976 or sexual discrimination Act 1975.

"Wrongful trading when insolvent.

"Infringement of copyright.

"Bodily injury or loss or damage to property.

"Libel, slander or defamation.

"Damages, fines or penalties imposed by law.

"The excess. (Minimum of £1,000)"

It was decided that we should wait to hear how much such insurance will cost before deciding what to do about this.

Regarding the composition of the committee, we ought to publicise the AGM in good time, with a reminder in the Dolton and Dowland Diary, Parish Council notice board and the Church notice board, and notify all relevant organisations.

Nick Wood suggested that all committee members consider the governing document with regard to the composition of the village hall committee, and consider whether we need to look further afield to recruit from yet more organisations. Linda Genge questioned the wisdom of this, as a very large committee becomes unwieldy and nothing gets done; she questioned whether we need two representatives from each organisation. Bring your ideas for any changes to the composition of the committee to either of the secretaries, Roger Dunn or Angela Chivers by 10th February 2006.

6) Casino Night

This is still in the planning stage, the intention being for this event to take place somewhere between the end of February and Easter.

Linda Genge is to try to locate a firm that will provide the casino tables, roulette wheel etc.

7) What next?

a) Easter fair 8th April 12pm to 4pm

Viv Cotter is to run the tombola stall for the village hall committee.

Sally Berkley Sage and Ann Coombs to run the kitchen - bacon butties and teas. Angela Chivers agreed to provide a cake.

Angela Chivers to run the raffle.

Raffle prizes and items for the tombola from all committee members (not voluntary).

b) Sunday lunch 30th April

Sue Jury (and Ken) will once again run a roast lunch at the hall. Various helpers will be required. More on this at future meetings. It was felt that we should be able to provide bottles of wine for this event, Linda Genge is to looking to amending our licence, which at the moment, precludes Sunday's.

c) Future events

- i) The chairman suggested that after the next AGM a list of events be drafted, giving one or two members of the committee responsibility for organising and running each event.
- ii) Angela Chivers is considering running a body Shop party, raising funds for of the village hall.
- iii) Jenny Elmer recently went to a fashion show in Langtree; this was run by a company selling clothing from Marks and Spencer, Wallis, Next and Gap. It was agreed that this would be a good idea for Dolton Village Hall, and since there is little planned for May and June, Jenny will contact the company to see if this is possible.

Dates of future events by other organisations with which we need to avoid clashing village hall events.

- 1st April - Concert in the Church
- 22nd April - Spring dance in the village hall
- 29th May - Devon Wildlife Trust open gardens
- 17th June - Garden party at Hackwills
- 8th July - Dolton Youth Committee music concert.
- 21st July - Safari supper
- Two unconfirmed dates in September for Dolton Youth Committee events
- 26th September - Harvest supper
- 4th November - Carnival
- 18th November - Church Christmas Fair

8) Any other business.

- i) Cynthia Giles raised concerns about the level of noise produced by the band practice. Are the side doors being left open?

- ii) Sue Jury raised the question of the school stage extension boxes. These are not supposed to be stored at the hall. They are school property, and in the past always returned to the school, but since they were at the village hall when the new head teacher took over, she has mistakenly thought that is where they belong.
- iii) Angela Chivers pointed out that the "Village Green" magazine carries addresses this month, for funding for village halls.
- iv) Pauline Wooddisse points out that the boiler in the kitchen leaks when it gets cold. It's fine when it's hot, but recently someone left water in it, which leaked and has damaged the worktop. It was agreed to put a note on this boiler reminding people to empty it after use.
- v) Pauline Wooddisse also asked, with the end of the financial year approaching; who is to do the audit this year. Derek Bradshaw's name was mentioned, and there was agreed that he should be asked if he would be willing to undertake this.
- vi) Linda Genge asked all committee members to consider ideas for both long-term and short-term ideas for improvements needed to the hall. Bring your list for discussion at the February meeting.

The meeting closed at 9:10pm

9) Next Meeting

The next scheduled committee meeting is set for Wednesday 22nd February at 7:30pm.