

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

Minutes of the committee meeting held on Wednesday 28th June 2006 at 7:30pm.

Nick Wood	Elected member: Chairman	nw.devon@virgin.net	804256
Ann Coombs	St Edmunds Church: Vice Chairman	ann.coombs@btinternet.com	804834
Pauline Wooddisse	Treasurer: Dolton Amateur Dramatics Society	p.wooddisse@btinternet.com	804231
Roger Dunn	Dolton Youth Committee: Secretary	roger517dunn@btinternet.com	804608
Angela Chivers	Parish Council: Assistant secretary	chiversam@hotmail.com	804582
Sally Berkley Sage	Dolton School Governors	sally.berkleysage@googlemail.com	804468
Rose Lock	Dolton Rangers Football Club	ra.lock@btconnect.com	804254
John Lock	Dolton Parish Council	ra.lock@btconnect.com	804254
Shirley McCulloch	Dolton Pre- school	No e-mail	804499
Robin Boyes	Dolton Youth Committee	jeanierobin@gmail.com	804300

In the absence of Nick Wood, Ann Coombs took the chair.

1) Apologies for absence

Apologies for absence were received from Nick Wood, Rose Lock, Robin Boyes, and Shirley McCulloch.

2) Minutes of the meeting held on 24th May 2006

The minutes of the meeting held on 24th May 2006 had been circulated, and were accepted and signed as a true and correct record of that meeting.

3) Matters arising

Ann Coombs has taken over from Sally in the matter of the telephone line, and has checked with various suppliers, and decided that British Telecom was the best value for money. The cost of installation is £125 including VAT, and the line rental will be £11 per month. The committee accepted this, and Ann Coombs will contact British Telecom to carry out the installation.

4) Financial matters and Treasurer's report

		<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
i)				
Current account		£633.10		
Savings account		£2,855.39		
Restoration Fund		£4,233.61		
Cash-in-hand		£132.69		
Transactions since last meeting	Income			
	Coffee Mornings X 4		£130.00	
	Outstanding accounts		£19.80	
	To come in	£99.60		
	Payments			
	Caretaker			£200.00
	Water			£102.83
	Electricity			£98.93
	Bowden's Cleaning Services			£74.38
	To Pay			£0.00

Pauline Wooddisse has transferred £500 from the Savings account to the Restoration Fund.

Nick Wood has not yet completed paperwork to become a signatory to the bank account, which makes it difficult to pay bills in the meantime. It was proposed by John Lock, and seconded by Angela Chivers, that Linda Genge be asked to sign some cheques for the interim period. The committee agreed to this.

Pete Pearson has some jobs to do at the village hall, so when he sends in his bill, there will be a significant outgoing there. Having already carried out several minor repairs regarding the plumbing and drains, he still has a couple of WC doors to repair.

Dolton amateur dramatics society have asked to be let-off their outstanding debt for the hire of the hall during the last pantomime performances in view of the fact that the village hall is one of the beneficiaries of the money raised by the pantomime. The committee have agreed to this.

5) Improvements to the village hall.

On 8th June Nick Wood, Ann Coombs, Roger Dunn and Angela Chivers met with [Nick Marsland](#) to discuss our plans for improvements at the village hall, and how he can be of help to the committee in this matter.

There were various stages to the proposed improvements, which are:

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- Removing the existing suspended ceiling from the main hall, and replacing this with a raised ceiling right up to the roofline of the hall, and incorporating much improved insulation.
- Replacing all external windows and doors.
- Improvements to the foyer and toilet areas.
- Improvements and refurbishment of the kitchen.

On 24th June [Nick Marsland](#) spent several hours measuring up the hall for a proper set of plans which will be required for any planning application that may be necessary.

We now await Nick Marsland's reply, together with his estimate of the costs of all improvements.

Pauline Wooddisse and Angela Chivers have looked into further grant applications and it has become apparent that we will need more information covering various aspects of the hall in order to apply for many grants. The [Disability Discrimination Act](#) requires us to incorporate improved access when carrying out any improvements to the hall. Angela Chivers is to attend a meeting with this in mind - this will cost £10. After this a representative from the [Community Council of Devon](#) will come to carry out a report on the hall - this will cost £50.

It seems we need to join [SWEET-UK](#) (South West England Environmental Trust) to get the [Devon Waste Management](#) grant. Contact here is Andy Vickery.

[Devon Renaissance](#) at Okehampton has no grants at the moment, but we're on the list to be notified when future grants become available.

[County Grant Scheme](#) for villages can provide one-third grant as long as the [District Council](#) will also match this with one third.

The [Prince's Trust Volunteers](#) have also been contacted regarding their offer to carry out some painting at the hall. The contact here is [Matthew Osborne](#), Team 43 Prince's Trust, Gammaton Road, Bideford, EX39 4HE.

It seems clear that before we can proceed with any grant application, we must have three quotes for each job, and planning permission in place.

John Lock suggested that he pass on information at meetings that he is going to attend regarding the [Market And Coastal Towns Initiative](#).

We have received a reply from the [People's millions](#) Lottery Fund, and it seems that the next step, if we are selected to go further, is that someone from the village hall committee will need to attend a media course.

6) Events

a) Garden party 29th July.

Cathy Freeman joined the committee for this discussion.

Tony Hannam has obtained sponsorship from [Scammell Adamson](#) again, Roger Dunn to draft a letter of thanks to David Adamson at Bideford.

Sally Berkley Sage is once again providing a marquee, gazebo and water boiler for the event.

We will need help fetching and carrying tables chairs, skittle alley etc from the hall. Angela Chivers is to ask Don Jones if he will help again, and Roger Dunn is to ask Graham Hutchings if he is willing to help, as well as run the Skittles, once again.

Cathy Freeman will fetch the cups and saucers from the hall in her car.

Woman's Institute to run the cake stall.

Tony Hannam to run the golf putting and plant stall.

Pauline Wooddisse has been contacted by a man prepared to pay £20 per table, to set up two games tables, and a football game for £7.50. Committee are agreeable to this on the condition that Pauline checks the suitability of the games for the event.

Viv Cotter had offered to run the tombola with Ann Coombs running a separate 20p children's tombola to ensure the suitability of the prizes.

Bookstall - Shirley McCulloch or Charles Coombs to run this one.

Dolton's First Responder Group - this table to be run by the group, and selling ice-creams from the table as well.

Church Street stores and other local businesses to be asked to provide raffle prizes. - Raffle to be run by Pauline Wooddisse and Angela Chivers.

Simon Brant, Hettie Sergeant and Margaret Ogden to be asked if they wish to display any of their art work at the garden party.

Karen Hewlett is to be asked if she can come and take photographs, or possibly take orders for local scenes, photos of people's homes etc.

Roger Dunn is to write a letter to ask Charlie Watts if he is willing to open the garden party, release the balloons or both.

Publicity

Pauline Wooddisse is preparing the signs, Roger Dunn and John Lock to put them up.

Posters based on the Dolton & Dowland Diary advert are to be printed.

b) Casino Night

This is to be rescheduled for 16th September.

A licence will be required for this event

c) Fashion night.

This is now booked for 22nd October.

This event is to be advertised in the Dolton and Dowland Diary in the August, September and October editions.

A licence will be required for this event.

7) Working Parties

Provisional date 22nd July at 10am has been set. All the usual helpers to be asked to come along.

8) Any other business.

- i) Sally Berkley Sage has attended a food safety course, and has highlighted several areas where the hall kitchen needs to be improved.

We should have another separate hand basin in the kitchen. A hand blow-dryer or paper towels should be provided. The temperature of the fridge should be checked and recorded each week. The temperature of the hot-water should be checked. We require more signs and checklists for users of the kitchen. We must not provide chopping boards unless they comply with the latest regulations and are colour-coded accordingly.

- ii) A letter was received from the Dolton's first responder group regarding the storage of the defibrillator and other kit at the village hall.

Much discussion followed concerning access to the equipment, especially during pre-school group sessions, when access is severely limited. This precludes the use of the foyer for this purpose, but it may be possible to accommodate a cupboard in the corner of the small hall.

Sally Berkley Sage is to ask the group if there is a more appropriate location than the village hall, before agreeing to anything.

The meeting closed at 9:50pm

9) Next Meeting

The next scheduled committee meeting will be Wednesday 26th July at 7:30pm.