

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

Minutes of the Committee meeting held on Wednesday 24th January 2007 at 7:30pm.

Nick Wood	Elected member: Chairman	nw.devon@virgin.net	804256
Ann Coombs	Co-opted member: 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	lewmoor.farm@hotmail.com (01837)	810554
Robin Boyes	Dolton Youth Committee	jeanierobin@gmail.com	804300

Also present were Mick Stubbings (caretaker) and Jenny Elmer.

Although many items were discussed out of sequence, they have been minuted in the order they appear on the agenda.

1) Apologies for absence

Apologies were received from John Lock, Rose Lock, Sally Berkeley Sage and Shirley McCulloch.

2) Minutes of the meeting held on 29th November 2006

The minutes at the meeting held on 29th November 2006 had been circulated, and were accepted and signed by the chairman as a true and correct record of that meeting.

3) Matters arising

There were no matters arising.

4) Financial matters and Treasurer's report

i)		<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
Current account		£1,851.50		
Savings account		£2,898.27		
Restoration Fund		£5,460.86		
Cash-in-hand		£210.90		
Transactions since last meeting	Income			
	Coffee Mornings X 5		£197.79	
	Outstanding accounts		£29.40	
	To come in this month		£54.75	
	Christmas Fair (see below)		*£499.18*	*See note
	Dance to Joe's Band		£81.98	
	Payments			
	Caretaker (two months)			£400.00
	Pipewright – boiler service			£103.98
	British Telecom			£38.02
	South West Water			£33.69
	To pay			
	Bowden's Cleaning Services			£17.04
	O.J. Williams Oil			£349.18

ii) Christmas Fair 2nd December 2006

<u>Takings</u>		<u>Expenses</u>	<u>Balance</u>
Tombola	£57.20		£57.20
Raffle	£127.00		£127.00
Refreshments	£168.88	*not yet known*	*£168.88
Tables	£114.00		£114.00
Name the teddy	£32.10		£32.10
			*£499.18

iii) Dance to Joe's Band 2nd December 2006

<u>Takings</u>		<u>Expenses</u>	<u>Balance</u>
Door	£114.00	Band £85.00	£29.00
Raffle	£50.00		£50.00
Refreshments	£5.90	Milk etc £2.92	£2.98
			£81.98

*The cost of refreshments provided for the Christmas Fair in December are not yet known, so the final profit from that event will probably end up being less than the amount shown.

The profit from the Dance to Joe's Band, plus a donation, have been added to the restoration fund.

Pauline and Angela have been running soup lunches to raise money towards a new stainless steel trolley for the kitchen. So far this has raised around £150 of the approximately £200 required.

The chairman raised the issue of the invoice from Nick Marsland for the work he has done so far. The Committee agreed to pay this immediately.

The chairman has checked regarding business rates for the village hall, and has ascertained that we are exempt from these charges for 2007/08.

5) Charges for the use of the hall

At the last meeting Rose Lock said she would be checking the charges made at some nearby village halls. In her absence she has sent an e-mail of her findings so far.

- The new Community Centre in Hatherleigh are charging £5 per hour with tables and chairs already put out, and a hirer does not have to put them away.
- Roborough village hall are charging £4 per hour with hirer responsible for putting out tables and chairs.

She has not yet found out the charges for Beaford village hall. It was decided to look at this further at the next meeting.

6) Village hall keys

Mick Stubbings has come to the meeting to discuss this and some other issues. He is happy that at the moment he knows where all the keys are, and that nearly all holders of keys need them on a regular basis.

The Committee discussed the installation of a key safe for the use of the first responder group. It was felt that this would be a good idea to as this safe would be under their strict control of the first responder group only, and would enhance security of the village hall keys. As membership of the first responder group changes, the code to the key safe can be changed to maintain security.

The best position for a key safe was felt to be somewhere in the region of the police box, as this is a well lit area at night.

7) Constitution of the Committee—co-option of a new members or new members

The chairman has approached one of the neighbours of the village hall, but was told that neither he nor his wife wanted to get involved with the Village Hall Committee.

It was decided that members of the Committee should approach members of other organisations with a view to asking them to place a representative on Committee. Organisations to be approached are: the Art Group, the Horticultural Society, St Edmund's Church, Craft Club, Women's Institute and the Carnival Committee.

Since Ann Coombs is no longer a member of St Edmunds Church, she no longer holds the position of its representative on the Village Hall Committee. In view of this, she was duly co-opted onto the Committee by all those present.

8) Hygiene in the kitchen

With Sally absent from the meeting, it was decided to put off discussion of this item until another time.

9) Licensing—Temporary Event Notices

Once again it was established that responsibility for each temporary event notice must lie with the organiser of the event, because the individual who gives the notice is the 'premises user' for the event, and as a matter of law the notice must make it a condition of using the premises that all supplies of alcoholic drink are made by or under the authority of the premises user. It was recognised that this new system had not been clearly understood in the past. Although there will need to be a period of education for organisers of events, it was felt that in time this message would get through. The chairman offered to draft a notice about it to go in the Dolton and Dowland Diary, having been cleared with the Licensing Officer at Torridge beforehand.

10) Dolton & Dowland Calendar of Events

Once again it was felt that this is a good idea which will have to be started by one organisation within the village, and this might as well be the Village Hall Committee. Not only would it help to prevent events clashing, but would also advertise future events. It was agreed that an article on this should also be submitted for the Dolton and Dowland Diary to gauge general reaction and gather ideas.

11) Improvements to the hall and grants

The chairman is to write a letter to the Parish Council regarding the planning permission required, since they're able to get a reduced cost for planning applications; also to make a preliminary enquiry about possible grant aid from the Council.

A working party of the Committee is to take place on the morning of Saturday 3rd February. A colour scheme for the meeting room was discussed. It is intended to continue with cleaning off the mould from the ceiling of the room, and there was discussion about the installation of insulation for the ceiling—in particular, in duvet form. It was agreed that the chairman should write to Nick Marsland to canvass his views on this.

ACTION: all Committee members

It was pointed out that there is a large pothole near the back corner of the building by the car turning area, which is hazardous. Robin Boyes has the expertise required to repair this with concrete, and it will be done by the working party on the 2nd February.

12) Parking

An agreement was made with one of the neighbours of the hall regarding car parking, around 6 years ago. The chairman is to try to find the original agreement so that this can be reviewed at a future meeting.

13) Fund-Raising Events For 2007

Jenny Elmer came along to discuss the plans for a Ladies' Indulgence Evening which she is helping to organise along with several members of the village hall Committee as well as Dee Davey. This is to take place on Friday 23rd March from 7pm to 10pm with an entrance fee of £3.50 to include a free glass of wine. This will need a temporary events notice. Details of this event were handed out to the Committee, and proceeds from the event will go to village hall funds.

Dates have also been set for: -

- Easter Fair: 31st March, 2007
- Fashion night: 2nd June 2007
- Christmas Fair: 1st December 2007

Rose Lock is to be asked if she will run a wine and wisdom evening for the village Hall.

Tony Hannam is to be asked if he is willing to hold another garden party at his property again this year, following the success of previous such events.

14) Any other business

- Mick Stubbings mentioned that the felt has lifted from the porch roof. The Committee agreed that this is an urgent matter, and have asked Mick to go ahead and get some estimates for its repair.
- Mick Stubbings also mentioned that they are still having problems with a button sticking on the thermostat. Roger Dunn has not yet had a chance to contact the manufacturer (Danfoss), and is unlikely to have time to do this in the near future, so Robin Boyes has agreed to do this instead.
- The Charity Commission annual return for 2006 has been received by the Secretary, and passed on to the chairman for completion.
- Pauline Wooddisse has received information on licensing. This too has been passed on to the chairman.

The meeting closed at 9:40pm

15) Next Meeting

The date of next meeting is 28th February 2007 at 7:30pm