

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

Minutes of the committee meeting held on Wednesday 24th May 2006 following the AGM.

| | | | |
|--------------------|--------------------------------------|--|--------|
| Pauline Wooddisse | Treasurer. Elected member | p.wooddisse@btinternet.com | 804231 |
| Angela Chivers | Parish Council, Assistant secretary | chiversam@hotmail.com | 804582 |
| Roger Dunn | Youth Committee, Assistant secretary | roger517dunn@btinternet.com | 804608 |
| Sally Berkley Sage | Elected member | e-mail undergoing change | 804468 |
| Nick Wood | Elected member | nw.devon@virgin.net | 804256 |
| Rose Lock | Carnival Committee | ra.lock@btconnect.com | 804254 |
| Shirley McCulloch | Pre- school | No e-mail | 804499 |
| Ann Coombs | St Edmunds Church | ann.coombs@btinternet.com | 804834 |
| Robin Boyes | Youth Committee | jeanierobin@gmail.com | 804300 |

Linda Genge remained in the chair to oversee the election of officers.

1) Apologies for absence

Apologies for absence were received from Rose Lock.

2) Election of officers

For the office of chairman Nick Wood was proposed, but declined due to business commitments, however with Ann Coombs agreeing to act as vice-chairman, he accepted and was duly elected.

Pauline Wooddisse was unanimously re-elected as treasurer.

Roger Dunn agreed to continue as Secretary on the understanding that Angela Chivers will continue to assist in this role.

Nick Wood then took the chair.

3) Committee members sign the minute book

Committee members all signed the declaration in the minute book to show willingness to act as trustees for the charity.

4) Minutes of the meeting held on 26th April 2006

The minutes of the meeting held on 26th April 2006 were signed as a true and correct record of that meeting.

5) Matters arising

Angela Chivers and Pauline Wooddisse have looked into a obtaining a grant through the quarry's/Landfill levy, but it appears we are too late for this round of grants. We need to reapply when the next round begins.

6) Financial matters and Treasurer's report

| i) | | <u>Balance</u> | <u>Income</u> | <u>Expenditure</u> |
|---------------------------------|------------|----------------|---------------|--------------------|
| Current account | | £182.63 | | |
| Savings account | | £3,355.39 | | |
| Working Balance | | £3,733.61 | | |
| Cash-in-hand | | £453.71 | | |
| Transactions since last meeting | Income | | | |
| | | | £122.55 | |
| | | | £0.00 | |
| | | | £354.37 | |
| | To come in | £75.90 | | |
| | Payments | | | £200.00 |
| | | | | £276.48 |
| | | | | £956.39 |
| | | | | £128.37 |
| | | | | £15.52 |
| | To Pay | | | £0.00 |

Pauline Wooddisse has contacted the Charity Commission to find out whether we should be calling our fund the Restoration Fund or the Working Balance. The Charity Commission are OK about calling it the restoration fund as long as that is the purpose of it.

ii) Sunday Lunch April 30th 2006

| INCOME | | EXPENSES | | BALANCE |
|--------------|----------------|--------------------|----------------|----------------|
| Raffle | £89.00 | | | £89.00 |
| Ticket Sales | £457.00 | Food | £200.00 | |
| | | Hire of oven | £50.00 | £207.00 |
| Drinks | £202.34 | Wine & soft drinks | £143.97 | £58.37 |
| | £748.34 | | £393.97 | £354.37 |

The audit was carried out by Derek Bradshaw, who was happy to help, but was surprised at the amount of work involved. He is not an accountant, but according to Charity Commission rules, if the turnover is below £10,000, no audit is actually required. Above £10,000 and below £100,000 an audit is required, but only above £100,000 must the audit be carried out by an accountant. Next year the turnover is likely to go above £10,000, so an audit will be necessary, but still does not HAVE to be done by an accountant. Up to now, we have actually been more thorough than we had to be.

The treasurer asked the committee for permission to move money from the savings account to the current account to cover cheques, also for the committee's permission to move £500 from the savings account to the restoration fund. All were in favour.

7) Improvements to the village hall.

Pauline Wooddisse has obtained a standard planning application form on behalf of the committee, and Roger Dunn has had a look at this. It turns out not to be quite as daunting a task as it seemed, because what we in fact have are 5 identical application forms stapled together. The committee looked at this form and agreed that we need the advice of someone with more knowledge. Roger Dunn is to contact Nick Marsland who has been approached to act as an adviser/project manager for this. We will then arrange a meeting between Nick Marsland and Nick Wood, Roger Dunn and Robin Boyes to discuss the project and a planning application.

We now have one quotation for up the replacement of most of the windows. Before we can proceed, we will need to have three quotations for each part of the work. ATA Windows was mentioned as a company that carries out reasonable work at a reasonable price.

8) Events

a) Garden party 29th July.

We need ask Linda what we need to do regarding the helium balloons, as these need to be ordered before the next meeting.

Next time we need to be organising stalls. Pauline and Angela agreed to run the raffle. We also need to organise the tombola, sponsorship if we're going down that route and other stalls, as well as the balloons. Also tickets for the balloons need to start being sold soon.

b) Casino Night

Casino evening. A suggested rescheduled date for this was given as 16th September.

c) Fashion night.

Jenny Elmer has been organising this up till now. Tickets need to be sold in advance so that the organisers were no what type of clothing etc to bring.

9) Working Parties

Working parties. These will continue to be organised on a casual basis. And also mentioned that at a recent meeting she attended, there was a volunteer looking for places to paint - including murals.

10) Charity Commission annual return.

Roger Dunn has received this from the Charity Commission, and Pauline Wooddisse has agreed to have a look at it, as it requires knowledge of the finances of the charity.

11) Any other business.

Tracey Mardon stayed on after the AGM to tell us that the Dolton amateur dramatics society have decided this year to donate a sound system to the village hall from the proceeds of their pantomime this year. The chairman expressed our gratitude for this gesture.

Sally Berkeley Sage has purchased the payphone to be mounted in the lobby. Committee members decided that in the corner near the notice board, at a height appropriate to wheelchair users and others, was the most appropriate location. As yet British Telecom has not been asked to install the line to the Hall. It was decided that the best location for this was some were high up in the pay box. This would give us the best flexibility for locating the phone at this stage, and possibly relocating it at some later date.

Roger Dunn raised the point mentioned at last month's meeting regarding the keys for the new locks and suggested that all who are issued with these keys, should sign for them in order to ensure their return when no longer required. The committee were in favour of this, and Mick Stubbings will be asked to organise this.

The meeting closed at 9:55pm

12) Next Meeting

The next scheduled committee meeting will be Wednesday 28th June at 7:30pm.