

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

Minutes of the committee meeting held on Wednesday 27th September 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	lewmoor.farm@hotmail.com	810554
Robin Boyes	Dolton Youth Committee	jeanierobin@gmail.com	804300

1) Apologies for absence

Apologies for absence were received from Pauline Wooddisse, John & Rose Lock and Robin Boyes.

2) Minutes of the meeting held on 23rd August 2006

The minutes of the meeting held on 23rd August 2006 had been circulated and were signed as a true and correct record of that meeting.

3) Matters arising

The noisy light in the small hall has been replaced, and the payphone is also installed and working.

There was much discussion about the cancelled Casino Night and the reason why tickets were so slow to sell (an exception being Shirley McCulloch's tickets, which sold out, leading her needing more). Was it anything to do with the way it had been promoted? Was it the wrong sort of event for the hall? What kind of event might work better for the hall? Events based on food seem to be more successful, so perhaps if food were the main focus, and the casino were incidental, it might have more appeal. However, it seemed that some were put off by the gambling aspect. Perhaps the committee could undertake a survey to find out what events people want to see at the hall?—a very simple questionnaire might be inserted in the November Diary.

There have been no further returns from the Balloon Race, so the winning balloon was purchased by someone on holiday from Eltham in London, and this was found at Yate near Bristol. The committee decided to send the purchaser of the winning balloon a £20 M&S voucher, and a £10 M&S voucher for the finder of this balloon. Angela is going to buy the vouchers in the near future.

ACTION ACh

It was suggested that at future Balloon Races, the balloons could be released gradually at the Garden Party, as this might add more interest during the afternoon.

4) Financial matters and Treasurer's report

ii)	<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
Current account	£355.87		
Savings account	£2,871.26		
Restoration Fund	£5,031.27		
Cash-in-hand	£106.19		
Transactions since last meeting			
Income			
Coffee Mornings X 5		£203.20	
Outstanding accounts		£79.20	
To come in		£23.10	
Payments			
Caretaker			£200.00
EDF Energy (electricity)			£53.93
Casino Select			£100.00
South West Water			£98.60
Bowden's Cleaning Services			£11.84
To Pay			
British Telecom			£36.14

£780.00 has been transferred to the Restoration Fund following the Garden Party.

Bank interest has been received: Restoration Fund £17.66
 Savings Account £15.87

There is presently 70p in the payphone for calls made.

Owing to personal circumstances of the treasurer she has asked if the committee wish her to resign. The committee agreed unanimously that, having regard to her highly valued work and her likely early availability, this would not be appropriate; also, other committee members would step in to assist whenever required in the interim.

It was also pointed out that the Friday markets would be continuing with the help of others.

5) Improvements to the village hall.

The secretary read a letter from Torridge District Council stating that we will need to apply for planning permission regarding the replacement windows. This is a disappointment, as we were hoping to avoid this expense; however, since we need to apply for planning permission for the internal works on the ceiling, we can include the entire scheme including the windows on one application. It was agreed to instruct [Nick Marsland](#) to proceed with producing drawings etc required for the planning application. He can then speak directly with TDC regarding planning matters, and the committee can concentrate on seeking funding for the project. ACTION **NW**

The secretary has not yet contacted John Blyth windows of Okehampton for a third quote.

6) Future events ACTION **RD**

a) Fashion Night 27th October

Posters and tickets for this event have been produced by Pauline. There are several posters already placed around the village.

Roger is going to paint and erect the large signs, and distribute some more posters

ACTION **RD**

Regarding catering for this event, since the next meeting date is only 2 days prior to the event, it was decided to move the meeting to one week earlier (18th Oct). (*However, please see note at the end of these minutes.*)

b) Christmas Fair

2nd December 12:00pm to 3:30pm

Viv Cotter has offered to run the tombola, and Sue Jury will decorate the stage for Santa's grotto.

The question was asked whether the stage extension will be out on that date, as this seriously affects the number and arrangement of tables. It is understood that the extension will not be present.

c) Oxjam 20th Oct

An event notice will be required for this event (as well as the Fashion Night).

Ann Coombs is taking over the submission of the notices required for these events.

ACTION **ACo**

7) Village hall keys

The 1st Responder Group now hold 4 keys for the hall. (*It was not discussed how these additional keys have been obtained, nor the cost.*) This changes the keyholders list to:

Pre- school	-	-	-	2	
Primary School	-	-	-	1	
Keep Fit	-	-	Sylvia Richards	1	
Parish Council	Football Club	Carnival Committee	Rose Lock	1	
Baton Twirling	-	-	Miss Hooke	1	
Art	-	-	Margaret Ogden	1	
Maintenance	-	-	Roger Dunn	1	
Horticultural society	-	-	Grenville Alan	1	
Craft	-	-	Rosemary Hughes	1	
Coffee Morning	Dolton Amateur Dramatics	-	Pauline Wooddisse	1	
Woman's Institute	-	-	Viv Cotter	1	
Caretaker	-	-	Mick Stubbings	3	
1 st Responders Group	Sally Berkley Sage	Julie Genge	Kendrews	Skrzypczak/Beedles	4
TOTAL	-	-	-	19	

It was noted that some members of the committee are without keys: this is an issue which needs to be dealt with once the authority for ordering further keys has been clarified.

ACTION **RD**

It was decided that the keys for the new payphone should be held by the treasurer.

8) Any other business.

The committee has received an invitation to the AGM of the CCD, to be held in East Devon. The chairman is to send our apologies. **ACTION NW**

The subject of food hygiene in the kitchen is to be discussed on next month's agenda. **ACTION SBS**

The idea of a whole village events calendar (distinct from the Village Hall programme) was discussed, to prevent different fund-raising organisations booking events on the same day, the idea being that once an organisation has entered their event in the diary, no other organisation should book up the same date and thus reduce the attendance and possible fund-raising potential for both. Ann Coombs can produce a suitable format based on a model in use in Surrey, with a view to it being in place by the new year. The only problem identified was that the best place to put it, i.e. the shop, has little space for anything like this. It also requires the agreement of other organisations.

The chairman has been in contact with AON, the hall's insurers, regarding an error in the certificate they supplied to us. This has now been sorted, and the correct certificate is now in the committee's possession.

The meeting closed at 9:30pm

9) Next Meeting

It was agreed to set the date of the next meeting a week early from 25th Oct to 18th October.

However, since the end of that meeting, difficulties have been identified with the timing of the next meeting. The hall is booked on 18th Oct for a WI meeting, so an alternative date will need to be agreed before then.