

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

**Minutes of the committee meeting held on Wednesday 29<sup>th</sup> November 2006 at 7:30pm.**

Nick Wood	Elected member: Chairman	<a href="mailto:nw.devon@virgin.net">nw.devon@virgin.net</a>	804256
Ann Coombs	St Edmunds Church: Vice Chairman	<a href="mailto:ann.coombs@btinternet.com">ann.coombs@btinternet.com</a>	804834
Pauline Wooddisse	Treasurer: Dolton Amateur Dramatics Society	<a href="mailto:p.wooddisse@btinternet.com">p.wooddisse@btinternet.com</a>	804231
Roger Dunn	Dolton Youth Committee: Secretary	<a href="mailto:roger517dunn@btinternet.com">roger517dunn@btinternet.com</a>	804608
Angela Chivers	Parish Council: Assistant secretary	<a href="mailto:chiversam@hotmail.com">chiversam@hotmail.com</a>	804582
Sally Berkley Sage	Dolton School Governors	<a href="mailto:sally.berkleysage@googlemail.com">sally.berkleysage@googlemail.com</a>	804468
Rose Lock	Dolton Rangers Football Club	<a href="mailto:ra.lock@btconnect.com">ra.lock@btconnect.com</a>	804254
John Lock	Dolton Parish Council	<a href="mailto:ra.lock@btconnect.com">ra.lock@btconnect.com</a>	804254
Shirley McCulloch	Dolton Pre- school	<a href="mailto:lewmoor.farm@hotmail.com">lewmoor.farm@hotmail.com</a> (01837)	810554
Robin Boyes	Dolton Youth Committee	<a href="mailto:jeanierobin@gmail.com">jeanierobin@gmail.com</a>	804300

**1) Apologies for absence**

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

**2) Minutes of the meeting held on 27th September 2006**

The minutes of the meeting held on 27th September 2006 as circulated were accepted as a true and correct record of that meeting and signed by the chairman.

**3) Matters arising**

There were no matters arising.

**4) Financial matters and Treasurer's report**

		<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
i)				
	Current account	£1,071.19		
	Savings account	£2,883.54		
	Restoration Fund	£5,050.91		
	Cash-in-hand	£320.92		
	Transactions since last meeting			
	Income			
			£286.25	
			£0.00	
	To come in		£19.80	
			£412.40	
	Payments			
				£200.00
				£42.00
				£36.14
				£236.25
				£11.84
				£77.00
				£80.25
	Cash			£35.84

The bank account business manager has advised us to switch the Restoration Fund to a tracker account. This requires a minimum of £5,000 to remain in the account and generates an additional 0.5% interest. It was decided to review this at the next meeting.

**ii) Fashion Night 27th October 2006**

<u>Takings</u>		<u>Expenses</u>		<u>Balance</u>
Tickets	£282.00	Free wine	£48.00	£234.00
Sale of wine	£75.00	Cost of wine / Orange juice	£63.60	£11.40
Raffle	£98.00			£98.00
Commission on clothes	£69.00			£69.00
				£412.40

The money raised by a fashion night is to be added to the restoration fund.

**iii) charges for the use of the hall**

This was last reviewed in August 2005.

The chairman has made a list of the hall's charges from 1973, which shows that after applying corrections for inflation, prices were proportionately much higher than they are now.

It was decided to look at the charges of nearby village halls, and consider any price increases.

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

It was decided to contact people neighbouring the village hall with a view to encouraging their participation in the running of the hall and its improvement thereby encouraging more people to join the committee.

**6) Committee's regulations (clause 17 of the Governing Document) : to agree the practice for decision-making—which kinds of matter should be only for the Committee at a meeting and which might be delegable to smaller groups or individuals (and when committee-wide consultation might still be required)**

This was raised as a result of the way in which the cancelling of the casino night was done, however it was agreed that the numbers involved did constitute a quorum of the committee.

Pauline Wooddisse explained how the tea urn was obtained at very short notice from e-bay, and how emergencies arise whereby it is impossible to leave such decisions until a committee meeting.

**7) Other issues for regulations—eg, discipline with keys, day to day care of the hall (responsibilities for tidying up, etc)**

At the moment Mick Stubbings, Pete Pearson and Pauline Wooddisse have authority to obtain further keys to the hall. Roger Dunn proposed a draft document for discussion regarding agreement by keyholders. This needs to be discussed at a future meeting.

**8) Hygiene in the kitchen**

Sally Berkeley Sage was called out to of the meeting as the first responder, and so has decided to defer this discussion until the next meeting.

**9) Licensing—Temporary Event Notices**

The chairman explained that obtaining a temporary events notice is the responsibility of the individual organising the event, not the village hall committee.

Rose Lock pointed out that the football club's "Wine & Wisdom" evening will now take place on 27th January, and a temporary events notice will be required for that.

**10) Dolton & Dowland Calendar of Events—location, design and use**

It was discussed where would be the best place for this calendar to be held, and although the shop was felt to be the best location, it is highly unlikely that there will be any room for it there. Roger Dunn questioned whether this was part of the village hall's remit, or whether this, as a village-wide idea, is something that should be left to the Parish Council.

**11) Improvements to the hall and grants**

The plans, drawn up by a Nick Marsland have been received, and were inspected by the committee. All were in favour of accepting these.

The secretary read a letter from the Parish Council stating that the VHC is to receive a grant of £80 this year.

It was felt that we need a project team separate from, but under the control of the Village Hall Committee. Committee members were asked to consider this and to suggest people, or to contact people, especially those with skills such in grant and funding applications. It was resolved that this sub-committee be devoted to raising funds for the improvements, and shall be called the Project Finance Team. This is to be headed by Nick Wood and Roger Dunn.

**12) Storage of sound equipment**

We need a cupboard to store the new sound equipment. Firstly as security for this expensive equipment, and secondly to keep the stage area clear. Roger Dunn has stated that he is prepared to build such a cupboard into the underside of the stage where the original amplifier was once stored, but will be unable to do this until he next has a few days off some time in the New year.

ACTION RD

**13) Parking**

There was no discussion on this topic due to time constraints.

**14) Events**

- a) **Christmas Craft fair. 2nd Dec**  
Tombola - Viv Cotter

Decorate stage - Sue Jury  
Bran tub - Horticultural society  
Food/catering - Sally Berkeley Sage, Ann Coombs, Angela Chivers, Pauline Wooddisse, Shirley McCulloch.  
Decorating the hall - Friday 2pm.  
Setting out tables - Saturday-morning 8am.  
Raffle prizes - all committee members.

ACTION all committee members

**b) Dance to Joe's Band. 2nd Dec**

Raffle prizes - all committee members  
The raffle to be run by Sue Jury.  
Teas etc - Angela Chivers and Roger Dunn.

ACTION all committee members

**15) Any other business**

- Sally Berkeley Sage has offered an A3 printer to the committee free of charge. It was agreed to accept this with thanks.
- A raffle prize of a £25 voucher for a facial at the beauty salon has been donated for the Christmas Fair, but it was felt that this was too valuable and unlikely to encourage further tickets sales for this event, so will be saved for a future fashion night or similar event.

**The meeting closed at 10:20pm**

**16) Next Meeting**

The date of next meeting 17th January 2007 at 7:30pm