

**DOLTON & DOWLAND
VILLAGE HALL COMMITTEE
Registered Charity No. 300816**

**Minutes of a Meeting held
Wednesday, 27 April 2005**

Present:	John Cotter Chairman	Pauline Wooddisse	Treasurer
	Vivien Cotter Secretary	Sally Berkley Sage	
	Angela Chivers	Roger Dunn	
	Cathy Freeman	Cynthia Giles	
	Linda Genge	Graham Hutchings	
	Sue Jury	Margaret Ogden	
	Hettie Sargeant		

ACTION

1. **APOLOGIES FOR ABSENCE:** Richard Currie, Tracy Mardon, John Silltow, Nick Wood.
JC thanked RC for taking the Chair at the March meeting in his absence. He welcomed Linda Genge to the committee.
2. **MINUTES OF THE PREVIOUS MEETING**
The chairman was authorised to sign the minutes of the previous meeting subject to the following amendment:-
Agenda Item 3e, second sentence to :
 - a) "It was emphasised that an AGM should only comprise the nomination and election of the committee, and members of the public would be able to vote but would not affect any final decisions at all."
3. **MATTERS ARISING NOT COVERED ELSEWHERE**
 - a) Broken glass panel in front door: JC advised that in view of the request for toughened glass the caretaker, Mick Stubbings, has suggested the committee should make other arrangements for the glass panels to be refitted. RD emphasised that, according to the Access Audit, the glass should be clear. The meeting briefly discussed disabled access with particular regard to the small hall where the doors from the main hall are not wide enough for wheelchair access. LG suggested that the cost factor should be determined and that consideration should be given to this next time any structural work is carried out.
4. **TREASURER'S REPORT**

Current A/c	£1,100.64
Savings A/c	£2,311.34
Restoration Fund	£3,678.74
Cash in hand	£ 71.82

There was one account outstanding for the current period of £6.60.
Cheques issued between meetings were as follows:

24/3 JC for stationary	£ 50.00
15/4 M. Stubbings	£200.00
15/4 O.J. Williams for oil	£309.12

Cheques signed at the meeting £20 for Signal Solutions and £29.38 to West of England Fire Protection annual inspection of fire extinguishers.
Income from the mini market/coffee morning since the last meeting was £150.34.

The annual insurance premium of £912 was due on 29 April. The renewal notice was only received on 18 April but PW was awaiting advice from her broker re other quotes. JC will check with other village halls re their premium and insurers. LG asked when charges were reviewed and suggested that these might be reviewed six monthly rather than annually. Agreed to wait until year-end figures were available next month at the AGM.

In view of the increase in oil costs, RD asked whether the central heating programme unit was checked regularly. JC asked RD to look at the system with a view to putting in a newer, more efficient thermostat. RD will report back to the next meeting.

JC thanked PW for her report.

5. **VILLAGE HALL**

a) General: A lengthy discussion took place regarding a replacement cooker. The group had found a suitable cooker at a cost of £2,399. However, this used LPG and JC advised that he had spoken to the insurance company who would not accept cover other than for natural gas. This was because of the possibility of vandalism of cylinders kept outside. In view of various problems in terms of cost of installation, current legislation, health and safety, etc. the group agreed to continue looking.

Deeds/Charity Commission: Agreed to wait until NW was available.

b) Fundraising:

Open Gardens 25/26 June: Ten gardens are now participating, including two doing cream teas. Gardens will be open from 1.00-5.00pm. LG agreed that tickets could be sold in the shop and MO will now go ahead and organise.

Garden Party 23 July: An additional sponsor, Messrs. Peter, Peter & Wright, Solicitors, have agreed to sponsor £200, making a total so far of £450. The meeting discussed additional stalls. This to be finalised at the next meeting when new committee is in place.

6. **ANY OTHER BUSINESS**

GH advised that having served as a representative of the Horticultural Society on the Village Hall Committee for a period of three years, it was his intention to stand down at the AGM next month. He handed a letter to the chairman, who thanked him for his work on the committee.

The issue of monthly inspection of fire extinguishers was raised by GH. JC advised that the caretaker checked this as well as emergency lighting. It was suggested this should be included in the caretaker's official job description.

Community Premises Public Entertainments Licence – new one needs to be displayed.

Village Green: In future a copy will be circulated to members of the committee.

Licensing Act Changes: In response to a question from LG, JC advised that he has completed the necessary form on behalf of the village hall. However, in a telephone conversation with a member of Torridge District Council he was advised that as he will not be standing for re-election, it should be handed over to the new chairman.

7. **DATE OF NEXT MEETING:**

The AGM will be held on Monday, 16 May 2005 at 7.30pm in the Village Hall. This will be followed by a Committee Meeting.