

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

**Minutes of a Meeting held
Monday, 24th January 2005**

Present:	John Cotter Chairman Vivien Cotter Secretary Richard Currie Cynthia Giles Sue Jury Sally Sage John Silltow	Pauline Wooddisse Treasurer Angela Chivers Roger Dunn Graham Hutchings Margaret Ogden Hettie Sargeant
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ACTION

1. **APOLOGIES FOR ABSENCE:** Cathy Freeman, Peter Freeman.
The Chairman welcomed Sally Sage representing St. Edmonds Church in place of Steve Phelps.
JC read out a letter he had received from Gerald Madge advising that he would not be attending any further meetings and that the Youth Committee would be appointing another representative. A letter had also been received from Peter Freeman resigning from the Committee for personal reasons. JC expressed his regret at losing the expertise that PF had brought to the committee. He will write and thank him.

2. **MINUTES OF THE PREVIOUS MEETING**
The chairman was authorised to sign the minutes of the previous meeting as being a true and correct record.

3. **MATTERS ARISING NOT COVERED ELSEWHERE**
- a) **Squire's:** JC had written expressing concern at the cost of the annual electrical testing. To date no response has been received.
 - b) **Grills in the Hall:** JC advised that all grills had now been repaired by the caretaker at a total cost of £150 including labour and materials.
 - c) **Door window:** Despite reminders, we were still awaiting Peter Edmonds' repairs to the broken windows. **JC**
 - d) In response to a query from SJ regarding the hostess trolley and why it had failed the electrical test, RD agreed to check and carry out the necessary work to bring it up to standard. **RD**

4. **TREASURER'S REPORT**
PW advised that figures were as follows:-
- | | |
|------------------|-----------|
| Current A/c | £ 925.60 |
| Savings A/c | £2,303.87 |
| Restoration Fund | £3,202.63 |
| Cash in Hand | £ 40.21 |

Outstanding for November there was £6.60 and £138.97 for December.

Cheques issued between meetings as follows:-

New pump for central heating	£ 93.60
M. Stubbings	£ 350.00 (£200 wages; £150 for Repairs to grills)

Cheques issued tonight:

Bowdens Cleaning Services	£ 16.46 (for floor cleaner)
O.J. Williams – Oil	£ 219.71

From the Christmas Fayre £365.49 had been paid into the Restoration

Fund and from the Coffee Mornings £157.20 into general account. The New Year's coffee morning had raised £128 which went to the Tsunami Appeal.

5. VILLAGE HALL

Fundraising

- a) **Easter Fayre 12th March:** To date 14 tables have been let. No response yet from the craft stallholders. Need to chase up bookings. RC to ask Aller Farm if they would be interested in taking a table for the sale of their beef.
- b) **Wine & Wisdom 26th February:** Some concern that this was too close to the Football Club event on 29th January. Will monitor the situation.
- c) **Garden Party/Balloon Race:** Tony Hannam would like to repeat this event again this year. Having checked dates with him, agreed to go for Saturday, 23rd July.
- d) **Art Exhibition:** Due to personal difficulties HS advised that she is unlikely to be able to go ahead with this event.

RC

Renovation

JC advised that PF has completed the DDA Audit and will let JC have as soon as possible. PF is still endeavouring to draw up a plan of the village hall and it is likely this will be carried out at weekends. RD offered his assistance if required.

AC advised that she had now bought the accessories to enable the blinds to be made for the kitchen window. She has also bought primer and paint to enable the windows to be painted before the blinds go up. This will be organised.

RD asked about likely problems with asbestos in the roof. JC advised that this had been completed some 2/3 years ago.

6. TRUSTEES' RESPONSIBILITIES

At the last meeting committee members were handed a paper entitled, 'The Roles and Responsibilities of Trustees – Dolton Village Hall'. Additionally, a limited number of copies were made available of a Charity Commission publication, 'Responsibilities of Charity Trustees'. Having now obtained further copies, JC handed these out to all members. It was agreed, in order to give members sufficient time to study the latter document, to bring this item back to the February meeting for more detailed discussion. However, there were certain items which GH wished to highlight at this meeting. These were as follows:-

Deeds: Where were they and in whose name were they? JC advised that he was holding these documents but that they were to be returned to the Parish Clerk for lodging with the Solicitor. Agreed to keep a copy and to bring to the next meeting. At the suggestion of SS, it was agreed that Nick Wood be asked to look at the documents and clarify information for the committee.

JC

JC

GH also drew the committee's attention to the following pages:

Page 11: clauses 33,34,35 and 36

Page 22: clause 75 re personal liability

Page 32: clauses 115 and 116

GH advised that he has obtained a copy of all publications listed at the back of the booklet. JC suggested he should keep custody of these.

RD raised the issue of publication by the Charity Commission of current Trustees: JC to check out that Charity Commission has an up to date list of trustees. Also, check with Charity Commission regarding how new trustees are vetted to ensure they meet criteria.

JC

Constitution: copy to be distributed to all committee members with minutes of this meeting.

VC

7. ANY OTHER BUSINESS

AC spoke about the new cooker. She advised that she has contacted Devon County Council suppliers and will be getting back to them later this week regarding detailed information on costings and availability.

AC

8. DATE OF NEXT MEETING

Thursday, 24th February, 7.30pm in the small hall.