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# **DOLTON AND DOWLAND VILLAGE HALL COMMITTEE MINUTES**

**Registered Charity No. 300816**

**Wednesday 8<sup>th</sup> February 2012**

**J.M.Drury**

# Agenda

**Dolton and Dowland Village Hall Committee**  
**Wednesday 8th February 2012**  
**At 7.30pm**

1. Attendees and/or Apologies for Absence SJ
2. Caretakers Report ML
3. Minutes of Previous Meeting SJ
4. Matters Arising SJ
5. Treasurers Report JH
6. Fundraising/Grants Update SJ/JMD
  - 6.1 Easter Fayre 17<sup>th</sup> March 2012
  - 6.2 Update on Jubilee Celebration Committee SJ et al
7. Quotes received for Repair work to Disabled Access JMD
8. Any Other Business
9. Date of Next Meeting

Any agenda items for meetings please send to Julia Drury at [j.drury@btinternet.com](mailto:j.drury@btinternet.com) or telephone 01805 804446 at least one week prior to meeting date - Thank you

**Minutes of the Dolton and Dowland Village Hall Committee Meeting  
Wednesday 8<sup>th</sup> February 2012.**

<b>Agenda Item 1</b>		<b>Presenter</b>	<b>SJ</b>
Sue Jury	SJ	Martin Lock	ML
Julia Drury	JMD	John Lock	JL
Jan Haynes	JH	Ellie Wonnacott	EW
Hettie Sargeant	HS	Elizabeth Allin	EA
Sue Turner	ST	Adam Hughes	AH
<b>Apologies</b>			
Nicky Woods Wendy Holland Shirley McCulloch John Thouless			
<b>Agenda Item 2</b>	<b>Caretakers Report</b>		<b>Presenter :ML</b>
2.1	<ul style="list-style-type: none"> <li>ML thanked committee for cheque received in recognition of work involved with regards to floor cleaning</li> </ul>		
2.2	<ul style="list-style-type: none"> <li>Chair leg caps now in place to protect floor. In future any found missing or damaged to be taken out of action for ML to replace</li> </ul>		
2.3	<ul style="list-style-type: none"> <li>Towel dispensers/ hand towels now in place in all toilet facilities</li> </ul>		
2.4	<ul style="list-style-type: none"> <li>Suggest moving filing cabinets from small meeting room to cupboard- to be reviewed on implications</li> </ul>		
2.5	<ul style="list-style-type: none"> <li>Oil level power tube had failed- this has been corrected new batteries installed.</li> </ul>		
2.6	<ul style="list-style-type: none"> <li>Concerns raised of cars parked in village hall premises on NON hall users. SJ confirmed only 1 car owner Mr S Parker has permission to park his car, this space would be vacated if needed by hall users.</li> </ul>		
2.7	<ul style="list-style-type: none"> <li>ML informed committee the need for the authorisation names for new keys to be updated. Previous names R Boyce and P Wooddissee both no longer part of DD Village Hall Committee.</li> </ul>		
2.8	<ul style="list-style-type: none"> <li>Ref Smoke Canister Testing Kit – The electronic fire system insitu in the hall is a panel system and West of England Safety dept concluded that that the maintenance contract should be included with the new system: otherwise the annual cost is £120 which includes emergency cover and the necessary Fire Certification. In order to maintain BS5839 it is not advised for individuals to test the system with ‘smoke canisters’ and this should be undertaken within the maintenance contract.</li> </ul>		
<b>Action Points</b>			<b>Action Owner</b>
Arrangements for new names as authorised signatories for cutting additional hall keys if needed			SJ
<b>Agenda Item 3</b>	<b>Minutes of Previous Meeting</b>		<b>Presenter: SJ</b>
	<ul style="list-style-type: none"> <li>Signed as accurate record, proposed by JL seconded by HS</li> </ul>		
<b>Agenda Item 4</b>	<b>Matters Arising</b>		<b>Presenter:</b>
	As per agenda items		

Action Points		Action Owner
None		
<b>Agenda Item 5</b>	<b>Treasurers Report</b>	<b>Presenter: JH</b>
	<ul style="list-style-type: none"> <li>Financial report presented by JH in new format</li> <li>Please see Appendix A for full report</li> </ul>	
Action Points		Action Owner
None- for information only		
<b>Agenda Item 6</b>	<b>Fundraising/Grants Update</b>	<b>Presenter: SJ</b>
<b>6.1</b>	<ul style="list-style-type: none"> <li><b>Easter Fayre – 17<sup>th</sup> March 2012</b> Anyone wishing to reserve a table to contact Angela Chivers in the first instance. Posters to be completed and distributed HS will manage Book Stall but help in setting up and carrying would be greatly appreciated by Hettie. 'Play Your Cards Right' EA and EW</li> </ul>	
<b>6.2</b>	<ul style="list-style-type: none"> <li><b>Bring and Share Lunch</b> discussed</li> </ul>	
Action Points		Action Owne
All vendors wishing to book and pay for tables – to contact JH as above Posters to advertise the Easter Fayre		All EW
<b>Agenda Item 7</b>	<b>Repair Work to Disabled Access at rear of Village Hall</b>	<b>Presenter: JMD</b>
<b>7.1</b>	<ul style="list-style-type: none"> <li>Three tenders have been submitted to the secretary</li> <li>SJ and JL abstained from voting.</li> <li>Remaining committee members agreed Mr. P Middleton as the successful bid to undertake the work. Mr. Middleton will need to liaise with ML on access to hall for disabled hall users during period of repair to outside access.</li> </ul>	
Action Points		Action Owner
Letter to Mr P Middleton Letters to remaining unsuccessful bids		JMD JMD
<b>Agenda Item 8</b>	<b>Any Other Business</b>	<b>Presenter: SJ et al</b>
<b>8.1</b>	<ul style="list-style-type: none"> <li>Community Council Devon continue to send information to previous secretary</li> </ul>	

<b>8.2</b>	• Ref Solar Panels for Village Hall. To be investigated further	
<b>Action Points</b>		
	Letter to CCD to inform them of new secretary and contact details Contact Mr. Keith Webber environmental Officer for Solar/UV Panels costs etc	JMD AH
<b>Agenda Item 9</b>	<b>Date of Next Meeting</b>	<b>Presenter: SJ</b>
	Wednesday 14 <sup>th</sup> March 2012	

Meeting ended 20.34

Signature

Date

S. Jury (Chair for Dolton and Dowland Village Hall Committee)

**TREASURER'S REPORT ON THE ACCOUNTS AS AT 08.02.12****Appendix A**Account balances

Bank balance as per Bank Statement:	5730.98	
Plus : receipts in Feb	336.71	
Less: payments in Feb	-	
Balance as at 8 <sup>th</sup> February		6067.69
Savings Account		3028.61
Restoration Account		6.05
Cash Balance		47.02
		<hr/>
Total:		£9149.37
		=====

Cake Stall	b/f	£1022.53
February		32.35
	c/f	£1054.88

Money owing from previous month - £20      Money owing from this month - £188.75

Notes to the January accounts

Income was down as there were no special events during January.

Donations - Dolton School for crockery hire

Caretaker – an extra £200 was paid for the floor cleaning

Cleaning – includes extra for floor cleaning

Maintenance - Light bulbs/keys/curtain cleaning (£144)

Asset purchase – Towel dispensers & bins for 4 toilets

Misc - Performing Rights Society licence.

Hire of Hall in January

Parish Council	18.00
Yoga	24.00
Dancing	32.00
Horticultural Soc.	16.00
Pre School	69.75
Flamenco	12.00
Lunch Club	58.00
Dolton Scouts/Cubs	36.00
Ladies Phoenix	10.00
Zumba	21.00
Private function	12.00
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Total	£308.75

**DOLTON & DOWLAND VILLAGE HALL****Appendix A**

## MONTHLY ACCOUNTS

**2012**  
**January**

**Income**

Hire of Hall	308.75
Cake Stall	51.50
Coffee Mornings	352.02
Donations	4.00

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716.27

**Expenditure**

Caretaker	425.00
Utilities :	
Electricity	
Water	
Telephone	
Oil	
Cleaning	174.42
Stationery & Postage	20.44
Maintenance	175.00
Asset purchase	119.90
Misc	137.35

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1052.11

**Excess/Deficit Income over expenditure**


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-335.84