

# DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No: 300816

## MINUTES OF THE COMMITTEE MEETING HELD ON 9 MAY 2018

PRESENT: Mrs S Jury, Mrs J Haynes, Mrs W Holland, Mrs S McCulloch,  
Mr M Lock (Caretaker), Dr M Phillips, Mrs C Howitt, Ms E Saggars & Mrs A Chivers

- 1) APOLOGIES RECEIVED FROM: Mr J Lock, Mrs F Hart, Mrs S Turner,  
Mrs R Lock & Mrs J Levett
- 2) CARETAKER'S REPORT:
  - i) 1.2 tons of chippings have been spread in the car park, with the help of Graham Hutchings.
  - ii) New hiring forms are available online.
  - iii) The fire extinguishers have been checked and are OK.
  - iv) The caretaker provided a suggested new layout for the toilet refurbishment.
- 3) MINUTES OF PREVIOUS MEETING: The minutes of the meeting held on 11<sup>th</sup> April have been circulated and were signed by Mrs Jury as a correct record.
- 4) MATTERS ARISING:
  - i) Insurance: Mrs Haynes reported that the insurance had been taken out with Norris & Fisher for the price of £762.
  - ii) Store room: The Pre School have taken away the climbing frame from the store room. The Mother & Toddler group will sort the rest when it is refurbished.
- 5) TREASURER'S REPORT: The Treasurer presented the monthly accounts for April.
- 6) CORRESPONDENCE RECEIVED:
  - i) Letter from the Charity Commission regarding safeguarding.
- 7) SIGNAGE FOR EVENTS: Dr Phillips showed an example of the 6ft x 1ft banner which had been used for the Spring Fair. It was suggested a 4ft x 2ft banner may have more impact. Dr Phillips would investigate the price for getting three for the Big Breakfast in October.
- 8) REFURBISHMENT OF TOILETS: At a subcommittee meeting, E Levett had very kindly presented a specification design for the proposed refurb. The Village Hall

Committee acknowledged the time and effort he had put into the specification/design. After discussion it was decided to incorporate Mr M Lock's suggestions into the design. Mrs Haynes would send the specification to 4 builders suggested by E Levett asking for quotes.

- 9) HALL HIRE CHARGE FOR 2019 ELECTION: It was decided that this would remain at £5/hour as for the 2017 election.
  
- 10) OLD CHAIRS: It was requested that old chairs are disposed of as they break. Mrs Haynes would investigate the price and availability of 50/60 chairs of the new design to replace the old style ones.
  
- 11) ANY OTHER BUSINESS:
  - i) The Parish Council is proceeding with an agreement which would allow the general public to have vehicle access to the new car park over the Village Hall driveway.

**Date of next meeting:** Wednesday, 13<sup>th</sup> June 2018 @ 7.30 p.m.

Signed .....  
Mrs S Jury, Chairperson

Date .....