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DOLTON AND DOWLAND VILLAGE HALL COMMITTEE MINUTES

Registered Charity No. 300816

Wednesday 9th November 2011

Dolton and Dowland Village Hall Committee

Wednesday 9th November 2011 at 7.30pm

Agenda

1. Attendees and/or Apologies for absence SJ
2. Minutes of previous meeting SJ
3. Matters arising SJ
4. Treasurers report JH
5. Fundraising/Grants update SJ/JMD
 - 5.1 Sunday Lunch 13th November 2011
 - 5.2 Christmas Fair
 - 5.3 Rock'n'Roll Dance 9th December 2011
 - 5.4 Torridge Parish Council Funding
6. Finalise 'Contract of Hire' Agreement NW/JT
7. Village Hall Fixture and Fittings
 - 7.1 Update on replacement cookers SJ
 - 7.2 Entrance Mats SJ
 - 7.3 Kitchen Ceiling SJ
 - 7.4 Urgent Notice Boards JMD/JT
8. Caretaker Vacancy SJ
 - 8.1 Interview Date
 - 8.2 Interview panel
9. Any other business
10. Date of next meeting

NB. Any items for the next Dolton and Dowland Village Hall Agenda please contact
Julia Drury on 804446 or j.drury49@btinternet.com

Minutes of the Dolton and Dowland Village Hall Committee Meeting

Date 9th November 2011

Agenda Item 1		Attendees/Apologies		Presenter: SJ/JMD	
Sue Jury (Chair)	SJ	Nicky Wood	NW	Sue Turner	ST
Jan Haynes	JH	Wendy Holland	WH	Julia Drury	JMD
Suzanne Clarke	SC	Ellie Wonnacott	EW	Heattie Sargent	HS
John Thouless	JT	Adam Hughes	AH	Stan Briggs	SB
		Shirley McCulloch	SMc	Elizabeth Allin	EA
		Apologies			
		Rose Lock John Lock Sarah Ashman Karen Herniman			
Agenda Item 2		Minutes of Previous Meeting and New Secretary		Presenter: SJ	
		<ul style="list-style-type: none"> Agreed and seconded by ST SB and signed by Chair. 			
Agenda Item 3		Matters Arising		Presenter: SJ/NW/JT	
		<ul style="list-style-type: none"> JT - First Aid box has been reviewed and updated and is to remain in the kitchen in a designated cupboard. JT -Official Notices have now been displayed in the main entrance including Premises License Agreement. SJ - Table tennis was successful and enjoyed by everyone who took advantage of the tuition. A timed emersion heater is now in place. Total electrical work needed for new cookers and emersion heater totaled £519. SJ reported back on TTVS meeting of the 20th October 2011. 			
Action Points					Action Owner
Nil information only					
Agenda Item 4		Treasurers Report		Presenter: JH	
		<ul style="list-style-type: none"> Full report- please see Appendix A Grant of £1k received from Torridge District Council from Mrs Rose Lock-acknowledgement to be sent. JH reported that the existing electricity contract is soon to expire. JH has investigated other supplier options including EDF, British Gas and Dual Energy on 1, 2, and 3 year contracts. Ultimate JH and SJ to make final decision on cost effectiveness and support basis. Proposed by NW and seconded by JT. All present in agreement. 			
Action Points					Action Owner
Further enquiries on electrical contracts to be made and decision to take this forward officially					SJ/JH
Agenda Item 5a		Fundraising/Grants Update		Presenter: SJ/JMD	
Discussion					
5.1	<ul style="list-style-type: none"> Ref 'Sunday Lunch' 13th November 2011 – SJ confirmed who was helping and their roles and responsibilities for the day and times for attending the village hall. 				
5.2	<ul style="list-style-type: none"> Ref 'Christmas Fair' confirmed for Saturday 3rd December 2011. Angela Chivers is taking names for Christmas Fair Table allocations. 22 tables have been booked with only 2 remaining. Cost £6 per table. Helpers are needed to decorate the village hall at 2pm Friday 2nd December 2011. 				
5.3	<ul style="list-style-type: none"> Ref 'Rock'n'Roll Night Dance' Friday 9th December 2011. Tickets £12.00pp.Bar Licence obtained by JT. No response from Mr Kerr regarding supplying Cheese Supper for the event. 90 tickets have been sold or reserved 				

5.4	thus far. JT, SC, JMD and Beverley Thouless to undertake bar duties on the evening. <ul style="list-style-type: none"> £1k Grant received from Torridge District Council ref RL 	
Action Points		Action Owne
Helpers needed to decorate the village hall on the 2 nd December. Letter to TDC addressed to RL acknowledging Grant received		All JMD
Agenda Item 6	Finalise 'Contract of Hire Agreement'	Presenter: NW
Discussion	<ul style="list-style-type: none"> Agreement updated and circulated. Now final draft. Copies to be sent to village hall committee members via email for final comments. 	
Action Points		Action Owner
Final Draft of above documentation to be sent out with minutes to all committee members. NW to send to secretary for circulation Appendices B and C FINAL comments to NW by committee no later than 5 th December 2011 on a) Standards of Conditions of Hire Agreement and b) Application for Hire		NW/JMD All
Agenda Item 7	Village Hall Fixture and Fittings	Presenter: SJ/JT
7.1	<ul style="list-style-type: none"> Update on Replacement Cookers – now purchased, connected and in working order. Old cookers to be collected at scrap value. Agreed by members present. 	
7.2	<ul style="list-style-type: none"> Entrance Mats – purchased and in situ 	
7.3	<ul style="list-style-type: none"> Kitchen Ceiling - work complete and kitchen wall made good after electrical work had been completed. 	
7.4	<ul style="list-style-type: none"> Urgent Notice boards – displaying official /legal notices now in situ in main entrance hall. One needed outside and to include contact details for hall representatives. 	
Action Points		Action Owner
Further official notice with contact details to make bookings etc to be displayed so visible from outside of hall.		JT/JMD
Agenda Item 8	Caretaker Vacancy	Presenter: SJ
8.1	<ul style="list-style-type: none"> Interview date to be confirmed - possible w/c 13th November 2011. Four applications received and will need to be contacted by phone/letter confirming interview date, time and details. SJ will chair interview and liaise with panel members for dates. 	
8.2	<ul style="list-style-type: none"> Interview Panel - SJ (Chair), JMD,JH,WH and SB 	
Action Points		Action Owner
Liaise with panel members for date for interviews for Caretaker position Correspondence to successful applicants on details of forthcoming interviews		SJ JMD
Agenda Item 9	Any other business	
Discussion	<ul style="list-style-type: none"> Kettle lead reported as getting hot- reviewed by AH Acknowledgement letter to Mr. and Mrs Kitcher for donation of coffee. Copies of TTVS 'Torridge Matters' available from secretary Health and Safety Risk Assessment to be circulated to ALL committee members 	

	<p>for reading and signing</p> <ul style="list-style-type: none"> • First Aid box must be checked regularly (responsibility of new caretaker) • All committee members to be familiar with the cancelling and re setting of the automatic fire alarm. JT will discuss this with groups or individuals as needed • Component Force- chair feet covers needed to protect the hall floors Cost £114 for all chairs • JT suggested information for 'Hirers' in relation to electrical, heating, lighting, PA systems etc. Requested information from long term members of the committee who could give him accurate information for him to compile simple laminated sheets as a quick 'Check List' • Reports received that male toilets have been deliberately damaged and left in poor state. This will be monitored and those responsible will be contacted in the first instance. Any further instances will result in a formal letter and cessation of use of the village hall. • PA system- it was agreed that this will be stored and be included in items for hire • 'Green Hubs Event' on the 23rd November will include how to ensure energy and money can be saved on village hall use. • Running costs of new cookers on an hourly basis needs to be identified and included in 2012 when hire charges will be reviewed. 	
Action Points		Action Owner
<p>Correspondence to Mr and Mrs Kitcher All committee members to read and sign of Risk Assessment folder/information by 31st December 2011 All committee members to have instruction on the automatic fire alarm system. Further enquiries on costs of chair feet covers</p>	<p>JMD All All SJ</p>	
Agenda Item	Date of Next Meeting- Wednesday 14th December 2011	
12		

Meeting ended 21.40pm

Signature

Date

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

Appendix A

NOVEMBER ACCOUNTS AS AT 09.11.11

Bank balance b/f	4220.81	Savings a/c b/f	3028.23	Cake Stall	
Payments in Nov	-1839.41	Transfers in Nov	0.00	b/f	790.18
Receipts in Nov	1574.66			Nov	120.85
Bank balance	3956.06	Savings a/c c/f	3028.23	c/f	911.03
Cash balance b/f	67.02	Restoration fund b/f	6.05		
Receipts in month	637.00	Transfers in Nov	0.00		
Payments in month	-657.00				
Cash balance c/f	47.02	Restoration fund c/f	6.05		

Money owing from previous month – Nil Money owing from this month - £261.25

Cheques issued since last meeting:

£

592 Torridge D.C.	21.00	Rock&Roll licence
593 The Carford Group	1,454.65	Deposit on cookers
594 Community Council of Devon	20.00	Seminar
595 J.Thouless	51.42	First aid box
596 The Carford Group	1,454.65	Balance on cookers
597 The Consortium	137.96	Door mats x 4
598 DS Electrical	31.20	Call out after fire
599 TCI	195.60	Ceiling grids/hooks

Income

Coffee mornings/mini markets x 4	£ 352.55
Cake Stall x 2	£ 120.85
Telephone coin box	£ 5.60
Donations	£ 141.00
Grants from Torridge Council	£ 1000.00

Hire of Hall in October

Parish Council	20.00
Yoga	18.00
Football Club bingo	12.00
Dancing	40.00
Horticultural Soc.	8.00
Pre School	61.75
Devon Wildlife Trust	8.00
Flamenco	12.00
Lunch Club	50.00
Phoenix Ladies	8.00
Will Wainwright (table hire)	15.00
Carnival	58.50
Torridge D.C. (table tennis)	32.00
Dolton Scouts/Cubs	42.00
L.Westborne	21.00
North Devon Biosphere	28.00

Total	£434.25
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