

DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No: 300816

MINUTES OF THE COMMITTEE MEETING HELD ON 10 APRIL 2019

PRESENT: Mrs S Jury, Mrs W Holland, Mrs J Haynes, Mr M Lock (Caretaker), Mrs S Turner, Mrs C Howitt, Dr M Phillips, Mrs J Levett & Mrs F Hart

- 1) APOLOGIES RECEIVED FROM: Mr J Lock, Mrs R Lock, Mrs S McCulloch & Mrs A Chivers
- 2) CARETAKER'S REPORT:
 - i) The outside emergency lighting has been fixed.
 - ii) Agreed that tables for the Spring Fair would be set up at 8 p.m. on Friday night (12 April).
- 3) REFURBISHMENT OF TOILETS: The work is nearly completed, apart from some snagging items identified by Mr M Lock. List to be passed to Jamie Parsons & Clark Bonfield:

Outside

Grill to be fitted over the end of pipe sticking out from gents toilets

Hole in the wall on the left hand side of the porch to be repaired

Electric to the defibrillator to be reconnected

Porch Area

2 small shelves to be fitted in the store cupboard at around the 5ft and 6ft level (for storage of toilet rolls etc)

Redundant junction box and timer to be removed from the alcove and new wiring to be covered by conduit

Light switch panel (outside gents toilets) – switch to ladies toilets to be fixed so that it is permanently on, and the two redundant switches to be blanked off

Disabled Toilets

Alarm does not work

Screw missing from the centre of the lid of the cistern

General

All ceiling tiles to be put back in place

Additionally, Jamie's temporary shed will need to be dismantled.

Mrs Jury has spoken to Jamie about the baby changing facilities to go into the disabled toilet. By law there needs to be room for a wheelchair to go into the disabled toilet and turn around, which means there will not be enough room for a baby changing trolley. Jamie will look for a suitable wall-mounted fold down table.

There was a vote of thanks to Eddie Levett for all his help with the toilet refurbishment project.

- 4) MINUTES OF PREVIOUS MEETING: The minutes of the Committee Meeting held on 13 March have been circulated and were signed by Mrs Jury as a correct record.
- 5) MATTERS ARISING:
 - i) Farmers' Market: It was decided to leave the idea of a farmers' market for now. Langtree and Ashreigney both have successful markets – but neither of them have a village shop, and we would not want to take business away from our shop, butcher and pubs.
 - ii) Fire Door: Jamie Parsons has greased the door and it now opens & closes easily.
 - iii) Kitchen Sink/Taps: Jamie Parsons was going to install new taps, but matters have moved on, as the lunch club have now asked if they could have deeper, commercial sinks fitted – as well as new taps. The lunch club have offered to pay half. It was agreed that Mrs Jury would ask Clark Bonfield (plumber) to go ahead with the work, and Mrs Hart to inform the lunch club of the decision.
- 6) TREASURER'S REPORT: The Treasurer presented the monthly accounts for March.
- 7) CORRESPONDENCE RECEIVED:
 - i) Promotional material from Universal Office Solutions based in Crediton.
- 8) SPRING FAIR – 13 APRIL: 23.5 tables have been booked, with a mixture of stalls selling plants, chocolate, fudge, tote bags, pottery etc.
- 9) BIG BREAKFAST – 11 MAY: This breakfast is in aid of the Hospice, and we will publicise in the usual way.
- 10) RIGHT OF WAY: The Parish Council have confirmed that they will cover our costs for seeking independent legal advice in respect of the draft Deed of Easement. Mrs Hart has contacted Emma Napper at Slee Blackwell, who has confirmed that she can act on our behalf.

To formalise the arrangements:

- i) It was agreed that the Village Hall Committee would instruct Slee Blackwell to act on our behalf in respect of the draft Deed of Easement drawn up by Trowers & Hamlins
Proposed by: Dr Phillips
Seconded by: Mrs Howitt

- ii) The Village Hall Committee had agreed to the need for a Deed of Easement with the Parish Council at a joint working party meeting held on 10 January 2018 (as recorded in the notes of the meeting circulated by Mr Alan Haynes on 11 January 2018)
Proposed by: Mrs Levett
Seconded by: Mrs Holland

11) ANY OTHER BUSINESS:

- i) Mrs Haynes will be invoicing the Parish Council this month for the electricity used for the outside lighting.
- ii) Our insurance is due for renewal at a cost of £971. This is an increase of £60 on last year, but we are tied into our current contract until 2021.
- iii) Mrs Howitt asked if the Church could borrow the "Play Your Cards Right" game for the fete in May.
- iv) Dr Phillips asked if we could discuss the purchase of more banners at the next meeting.
- v) Mrs Hart advised that she would be standing down as Secretary at the next AGM.

Date of next meeting: Wednesday, 8th May 2019 @ 7.30 p.m.

Signed
Mrs S Jury, Chairperson

Date