



**DOLTON AND DOWLAND  
VILLAGE HALL COMMITTEE  
MINUTES**

**Registered Charity No. 300816**

**Wednesday 11<sup>th</sup> January 2012**

# Agenda

**Dolton and Dowland Village Hall Committee**  
**Wednesday 11<sup>th</sup> January 2012**  
**At 7.30pm**

1. Attendees and/or Apologies for Absence SJ
2. Caretakers Report ML
3. Minutes of Previous Meeting SB
4. Matters Arising SJ
5. Treasurers Report JH
6. Fundraising/Grants Update SJ/JMD
  - 6.1 Boxing Day Walk – 26<sup>th</sup> December 2011
  - 6.2 Breakfast Update for February 2012
7. Any Other Business
8. Date of Next Meeting

**NB. Any items for the next Dolton and Dowland Village Hall Agenda please contact  
Julia Drury at [j.drury49@btinternet.com](mailto:j.drury49@btinternet.com)**

**Minutes of the Dolton and Dowland Village Hall Committee Meeting**

**Date 11<sup>th</sup> January 2012**

<b>Agenda Item 1</b>		<b>Attendees/Apologies</b>		<b>Presenter: SJ/JMD</b>	
Sue Jury	(Chair)	SJ	Wendy Holland	WH	Rose Lock RL
Jan Haynes		JH	Sue Turner	ST	John Lock JL
Martin Lock		ML	Sarah Ashman	SA	
Shirley McCulloch		SC	Julia Drury	JMD	
<b>Agenda Item 1</b>		<b>Apologies</b>			
		Suzanne Clarke /Ellie Wonnacott NB: Sadly Suzanne Clark will be standing down as a committee member Note from secretary- apologies for Agendas not be sent out in time ahead of meeting. Meeting date appears on Minutes from meeting of December 14 <sup>th</sup> 2011.			
<b>Agenda Item 2</b>		<b>Caretakers Report</b>		<b>Presenter: ML</b>	
<b>2.1</b>	<ul style="list-style-type: none"> <li>Quote received from one individual, including quote of £245 in respect of repairs to disabled access for village hall. Further quotes needed by committee from other maintenance contractors.</li> </ul>				
<b>2.2</b>	<ul style="list-style-type: none"> <li>Spotlight in main hall replaced, discussion with Mr. R Dunn as to why trip switch is activated has taken place. May need further review.</li> </ul>				
<b>2.3</b>	<ul style="list-style-type: none"> <li>Stage curtains have been removed for dry cleaning. Cost £144. It was confirmed that any existing fire retardant coating will not be effected by the dry cleaning process.</li> </ul>				
<b>2.4</b>	<ul style="list-style-type: none"> <li>Floor in main hall has been stripped and re polished (it has been acknowledged by the committee on the additional time this has taken to complete and an appreciation of the work involved)</li> </ul>				
<b>2.5</b>	<ul style="list-style-type: none"> <li>Main doors inside of main entrance have been adjusted and move more easily</li> </ul>				
<b>2.6</b>	<ul style="list-style-type: none"> <li>Chair leg internal and external protectors were seen and discussed. Small order to be placed for review of their acceptability.</li> </ul>				
<b>2.7</b>	<ul style="list-style-type: none"> <li>JH – referred to the oil ‘top up’ system and the cost for this is 74.4p per unit as opposed to 68p per unit for 1000 litres. ML will check oil regularly to ensure we can take advantage of the larger order and thereby save money. JH to contact O.J.Williams and give notice or arrange delivery of oil in larger quantities at reduced price</li> </ul>				
<b>Action Points</b>				<b>Action Owner</b>	
Letters to other contractors for quotes for specific repairs to disabled access				JMD	
Chair feet covers to be ordered				ML	
Give notice/ re arrange oil deliveries with existing company				JH	
<b>Agenda Item 3</b>		<b>Minutes of Previous Meeting</b>		<b>Presenter: SJ for SB</b>	
<b>2.5</b>	<ul style="list-style-type: none"> <li>Disabled access was ‘reported’ by ML no remedial repairs have taken place to date.</li> </ul>				
<b>9</b>	<ul style="list-style-type: none"> <li>Purchase of smoke detector by JT not ML</li> <li>Agreed as true record, proposed by WH seconded by JH</li> </ul>				
<b>Action Points</b>				<b>Action Owner</b>	
Nil information only					
<b>Agenda Item 4</b>		<b>Matters Arising</b>		<b>Presenter: SJ/JH/</b>	
<b>8.3</b>	<ul style="list-style-type: none"> <li>SJ-First Aid Box- layout reviewed and First Aid cupboard re vamped. Guidance received from registered First Aider and Ambulance personnel.</li> </ul>				
<b>7</b>	<ul style="list-style-type: none"> <li>JH-‘Conditions of Hire’ has been sent to all regular hirers, expressions of concern at the complexity and length of the documentation. All agreed it is acceptable and legal opinion had been sought in respect of safety of hall users and protection of the Dolton and Dowland Village Hall Committee.</li> </ul>				
<b>Action Points</b>				<b>Action Owner</b>	

Nil information only		
<b>Agenda Item 5</b>	<b>Treasurers Report</b>	<b>Presenter: JH</b>
<b>5.1</b>	Report explained in full- (Please see Appendix A) JH – provided the financial report in new format which will allow comparative and cumulative data to be made on month by month, year on year basis for a more realistic financial picture In addition explanations can be given for both under/overspend e.g. electricity payments. All agreed to accept new format.	
<b>5.2</b>	Mrs Pauline Wooddisse – coffee mornings has raised £2400 to date so far this financial year, which is an increase from last year	
<b>5.3</b>	Discussion took place on the suitability of purchasing four paper hand towel dispensers and disposal bins for toilet facilities.	
<b>Action Points</b>		<b>Action Owner</b>
Purchase of four paper hand towel dispensers and bins. ML to liaise with JH		ML
<b>Agenda Item 6</b>	<b>Fundraising/Grants Update</b>	<b>Presenter: SJ</b>
<b>Discussion</b>		
<b>6.1</b>	<ul style="list-style-type: none"> <li><b>Ref Boxing Day Walk 26<sup>th</sup> December 2011</b> – SJ contacted Mr P Donovan re pre existing arrangements which were not conveyed to all involved and the potential to have similar events during the year. The afternoon was successful and enjoyed by all those who participated.</li> </ul>	
<b>6.2</b>	<ul style="list-style-type: none"> <li><b>Breakfast Update 11<sup>th</sup> February 2012</b> – Money raised on this event will be in aid of the HM Queen's 'Jubilee Fund' SJ to contact HS to change Breakfast posters to reflect this.</li> </ul>	
<b>6.3</b>	<ul style="list-style-type: none"> <li><b>Jubilee Celebrations for Dolton</b> – a subcommittee is needed with local people willing to coordinate/organise the festivities for 2012 Jubilee Celebration. A meeting has been called by the Parish Council for the 25<sup>th</sup> January 2012 in the village hall for anyone to attend who wishes to take part and offer help.</li> </ul>	
<b>6.4</b>	<ul style="list-style-type: none"> <li><b>Bring and Share Lunch 3<sup>rd</sup> June 2012- agreed</b></li> </ul>	
<b>6.5</b>	<ul style="list-style-type: none"> <li><b>Saturday Easter Fayre 17<sup>th</sup> March 2012 - agreed</b></li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Change posters for Breakfast Event in respect of Jubilee Fund Doltonians are encouraged and most welcome to attend meeting on 25 <sup>th</sup> January next in village hall to establish subcommittee for Jubilee celebrations		SJ/HS  ALL
<b>Agenda Item 7</b>	<b>Any Other Business</b>	<b>Presenter: SJ et al</b>
<b>Discussion</b>		
<b>7.1</b>	<ul style="list-style-type: none"> <li>Floor cleaning will be reviewed as an isolated financial commitment by ML</li> </ul>	
<b>7.2</b>	<ul style="list-style-type: none"> <li>Hiring of cutlery/glasses/tables/chairs etc was discussed – decision was made by committee for this service to continue for the local community. Hire charges under review for tables and chairs. Other items will continue with donations from hirers</li> </ul>	
<b>7.3</b>	<ul style="list-style-type: none"> <li>New motor for 'Glitter Ball' has been purchased. Hire charge for parties £5.00 per event.</li> </ul>	
<b>7.4</b>	<ul style="list-style-type: none"> <li>Ref 'Dolton's Got Talent' event it was established that this event was cancelled by the Phoenix Ladies Circle</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Chairman and Treasurer to review costs of floor cleaning.		SJ/JH
<b>Agenda Item 8</b>	<b>Date of Next Meeting – Wednesday 8<sup>th</sup> February 2012</b>	<b>Presenter: SJ</b>

Meeting ended 20.55pm

Signature

Mrs Sue Jury (Chairman for Dolton and Dowland Village Hall Committee)

(Appendix A)

**JANUARY ACCOUNTS AS AT 11.01.12**

Bank balance b/f	6400.20	Savings a/c b/f	3028.23	Cake Stall	
payments in Jan	-518.07	Transfers in Dec	0.38		
receipts in Dec	256.30			b/f	971.03
		<b>Savings a/c c/f</b>	<b>3028.61</b>	Jan	51.50
<b>Bank balance</b>	<b>6138.43</b>			<b>c/f</b>	<b>1022.53</b>
Cash balance b/f	47.02	Restoration fund b/f	6.05		
receipts in month	450.85	Transfers in Jan	0.00		
payments in month	-450.85				
		<b>Restoration fund c/f</b>	<b>6.05</b>		
<b>Cash balance c/f</b>	<b>47.02</b>				

Money owing from previous month – £12      Money owing from this month - £66.00

Cheques issued since last meeting:

	£	
604 EDF Electricity	141.56	Electricity bill
605 West of England Fire	30.00	Fire extinguisher
606 South West Water	109.97	Water
607 O J Williams	321.74	Oil
608 Barnstaple Dry Cleaners	144.00	Curtain cleaning
S.O. Martin Lock	225.00	Caretaker
D.D BT	52.33	Telephone

Income

Coffee mornings/mini markets x 3	£274.42
Cake Stall	£51.50
Telephone	£5.90
Boxing Day Walk	£57.03

Hire of Hall in December

Parish Council	31.00
Yoga	12.00
Football Club	46.00
Dancing	16.00
Horticultural Soc.	10.85
Pre School	41.75
Flamenco	8.00
Lunch Club	58.00
Dolton Scouts/Cubs	26.00
Dolton Primary School	102.00
	-----
<b>Total</b>	<b>£351.60</b>

**TREASURER'S REPORT ON THE ACCOUNTS AS AT 11.01.12**

Account balances

Bank balance as per Bank Statement:	6400.20	
Plus : receipts in Jan	256.30	
Less: payments in Jan	-518.07	
Balance as at 11 <sup>th</sup> January		6138.43
Savings Account		3028.61
Restoration Account		6.05
Cash Balance		47.02
Total:		£9220.11
		=====
Cake Stall	b/f	£971.03
January		51.50
	c/f	£1022.53

Money owing from previous month - £12      Money owing from this month - £66.00

Notes to the December accounts

Hirings and coffee mornings were down due to less activity over the Christmas period.  
 Donations - S. Clarke for crockery hire  
 Bank interest of 38p received for Savings account

Utilities are high as all the quarterly bills arrived, plus increased oil price  
 Cleaning – restocking by new caretaker  
 Maintenance - tape/silicone/elect lead/fire extinguisher  
 Kitchen equipment – mugs  
 Misc (Xmas)– glitter ball/table cloths/lights/batteries

Hire of Hall in December

Parish Council	31.00
Yoga	12.00
Football Club	46.00
Dancing	16.00
Horticultural Soc.	10.85
Pre School	41.75
Flamenco	8.00
Lunch Club	58.00
Dolton Scouts/Cubs	26.00
Dolton Primary School	102.00
Total	£351.60

**DOLTON & DOWLAND VILLAGE HALL**

**MONTHLY ACCOUNTS**

**2011  
December**

**Income**

Hire of Hall	351.60
Cake Stall	60.00
Coffee Mornings	274.46
Donations	20.00
Christmas Fair	536.80
Rock & Roll	1328.88
Boxing Day Walk	57.03
Telephone receipts	5.90
Bank Interest	0.38

2635.05

**Expenditure**

Caretaker	225.00
Utilities :	
Electricity	141.56
Water	109.97
Telephone	52.33
Oil	321.74
Cleaning	100.88
Stationery & Postage	49.51
Maintenance	42.37
Kitchen equipment	21.60
Misc	18.98

1083.94

**Excess/Deficit Income over expenditure**

1551.11