

DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No: 300816

MINUTES OF THE COMMITTEE MEETING HELD ON 12th APRIL 2017

Present: Mr M Lock, Ms M Birch, Ms K Wonnacott, Mr J Lock , Mrs J Haynes, Mrs S Jury, Ms E Wonnacott, Mrs S Turner and Mrs J Levett

1. **APOLOGIES:** Mrs R Lock, Mrs S McCulloch, Ms E Sagers, Mrs W Holland

2. **CARETAKER'S REPORT:**

Two fence panels have been removed from the fence outside the hall to allow for a vehicle and pedestrian entrance to the field adjoining the hall.

Mr M Lock requested an up-to-date key list, Ms E Wonnacott only holds a key list from 2011/12, the Committee agreed a new one needs to be drawn up with updated key holders. Two new groups have now started and so more keys are require, the Dolton Rock Choir Key has been passed to the Dolton Angels. Dance Fitness and Kick Boxing have also started.

Mr M Lock has made an updated list and will email to Ms E Wonnacott.

The Committee agree a key safe would be installed outside the hall, this can then be given out to regular users of the hall, changing the code annually. This would be a cheaper alternative to having new keys cut. Mr M Lock holds a spare key and will put this into the key safe.

Mr M Lock asked when it would be best to show the slide show at the 50th Anniversary Lunch, the Committee agreed this would be good to have playing whilst everyone was eating.

Committee members will gather at the hall at 6pm on Friday 28th April to set up the gazebo/ marquee and tables and chairs in preparation for the lunch time celebrations. The Marquee is being supplied by Sally Sage and takes up to 6 people to put up.

Mrs S Jury confirmed a food inspection is due to be carried out during lunch club on 18th May. The Inspector mentioned last time that food in the fridge needs to be labelled with the date it was opened. Ms E Wonnacott suggested putting stickers next to the fridge to encourage people to do so.

The Defibrillator has now been fitted along with the light which is on a timer and remains on from dawn until dusk. A Defibrillator training session has been scheduled for 24th May.

3. **MINUTES OF PREVIOUS MEETING:** The minutes of the meeting held on 8th February 2017 have been circulated and were signed by Mrs S Jury as being a true record.

4. **MATTERS ARISING:** Mrs J Levett has not made any further enquiries regarding the bar licensing, however, it was agreed the terms of hire need to be renewed.

The TENS has been ordered for the Dance on Saturday 29th April and Ms E Wonnacott was reimbursed the £21.

5. **CORRESPONDENCE RECEIVED:** Letters from North Devon Hospice and Devon Air Ambulance were received thanking the Committee for their donation to both charities following the Big Breakfast.

A letter from John Bercow was also received regarding UK Parliament Week, it was agreed we would not action this and Ms E Wonnacott will file.

6. **50th ANNIVERSARY OF THE OPENING OF THE VILLAGE HALL**

Mrs S Jury received a telephone call from the shop to say there are only 5 children's tickets left and these will be converted to adult tickets as there are very few remaining.

Mrs S Jury has only heard back from some of the special guests and she will call them to confirm whether they will be requiring their tickets, if they are not, these can be handed to the shop.

Ms E Wonnacott has ordered the Temporary Events Notice for the Bar at the Dance in the evening.

Mrs S Jury has spoken with Phil Vanstone, he is going to come to the Hall at the weekend to have a look at the site.

Mrs S Turner has offered to serve the pasties in the evening, with Mrs J Levett's help, it was agreed these will be served as early as possible, rather than at the interval.

Richard at Church Street Stores will be supplying the wine on sale or return.

Mrs J Levett will get the cider from Winkleigh Cider Company, a barrel of medium will be ordered and 24 bottles of pear and blackcurrant as this has been requested. She will also order Carlsberg as this seems to be the most popular lager and the usual soft drinks.

Pasties will be served on paper plates with serviettes and Mrs S Jury will ask Mr M Lock to put the Christmas lights up in the main hall as this will be the most effective method of lighting.

7. **OVERVIEW OF THE SPRING FAYRE:**

The Spring Fayre made £542 profit this year, which was an increase from £448 last year.

There was an increase in café profits, however, the raffle made slightly less.

There were more tables this year, at 23 stalls.

8. **ANY OTHER BUSINESS:** The Insurance is due for renewal, a discount has been given this year as we have been with the same Company for 3 years, however, we now have increased cover of up to £10m public liability and therefore cover has increased by £25.

Next Meeting: Annual General Meeting at 7:30pm on Wednesday 10th May, followed by the usual meeting.

Signed

Mrs S Jury, Chairperson

Date