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# **DOLTON AND DOWLAND VILLAGE HALL COMMITTEE MINUTES**

**Registered Charity No. 300816**

**Wednesday 12<sup>th</sup> October 2011**

Dolton and Dowland Village Hall Committee  
12<sup>th</sup> October 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
  - 5.1 Big Breakfast 17<sup>th</sup> September 2011 brief update
  - 5.2 Sunday Lunch 13<sup>th</sup> November 2011
  - 5.3 Christmas Fair
  - 5.4 Rock'n'Roll Dance 9<sup>th</sup> December 2011
6. Finalise 'Contract of Hire' Agreement NW/JT
7. Key Register (including dishwasher) JMD
8. Fire Alarm Activation on 7<sup>th</sup> October 2011
  - 8.1 De brief and report JH/JMD/JT
  - 8.2 Update on replacement cookers SJ
5. Table Tennis
10. Caretaker Roles and Responsibilities JT/JMD
11. Any other business
12. 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](mailto:j.drury49@btinternet.com)

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

Date 14<sup>th</sup> September 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
Sarah Ashman	SA John Lock	JL Heattie Sargent HS
John Thouless	JT Adam Hughes	AH Stan Briggs SB
	<b>Apologies</b>	
	Suzanne Clarke Karen Herniman	
Agenda Item 2	Minutes of Previous Meeting and New Secretary	Presenter: SJ
	<ul style="list-style-type: none"> <li>Agreed and signed by Chair</li> </ul>	
Agenda Item 3	Matters Arising	Presenter: SJ/NW
	<ul style="list-style-type: none"> <li>Entrance mats discussed price range from £19.99 - £63. Four sizes needed approximately £115 in total. Committee in agreement SJ to order entrance mats.</li> <li>Notice Boards for village hall - to use existing boards with the purchase of a new board for Legal/Health and Safety information</li> <li>Item 6 – new documents to be known as 'Standard Conditions of Hire' and 'Application Form'</li> </ul>	
Action Points		Action Owner
Purchase of entrance mats		SJ
Agenda Item 4	Treasurers Report	Presenter: JH
	<ul style="list-style-type: none"> <li>Full report- please see Appendix A</li> <li>Big Breakfast – total of £435.90</li> <li>Coffee Mornings £276.60</li> <li><b>Other Income included</b></li> <li>Telephone Coin Box £8.20</li> <li>Hall Hire £462.35</li> </ul> <p>Concerns were raised on the number of oil deliveries ref 'top up' system. SJ confirmed that there is no extra charges for this tariff</p>	
Action Points		Action Owner
NIL – for information		
Agenda Item 5a	Fundraising	Presenter: SJ/JMD
<b>Discussion</b>	<ul style="list-style-type: none"> <li>Ref '<b>Big Breakfast</b>' 17<sup>th</sup> September 2011 – as above income £435.90</li> <li>Ref '<b>Sunday Lunch</b>' 13<sup>th</sup> November 2011 – Volunteers needed to prepare vegetables on Saturday 12<sup>th</sup> November from 2pm. In addition 2 Teams of helpers are needed. Team 1 - from 11am on Sunday 13<sup>th</sup> November and; Team 2 - from 1.30pm on Sunday 13<sup>th</sup> November. Tickets are available and on sale from Church St Stores. Request for draw prizes please. Also needed 20 sweet courses preferably homemade anyone who can help please contact SJ. Information to go in Dolton diary- AH to send poster to JMD asap.</li> </ul>	

<p>5.3</p>	<ul style="list-style-type: none"> <li>• Ref '<b>Christmas Fair</b>' confirmed for Saturday 3<sup>rd</sup> December 2011. Angela Chivers is taking names for Christmas Fair Table allocations. AH to organise book stall- all donations to AH on the morning please once table has been erected. More information on Christmas Fair in November. Information to Dolton Diary, AH to send poster to JMD asap.</li> </ul>	
<p>5.4</p>	<ul style="list-style-type: none"> <li>• Ref '<b>Rock'n'Roll Night Dance</b>' Friday 9<sup>th</sup> December 2011. Tickets £12.00pp.Bar Licence to be applied for.</li> </ul>	
<p><b>Action Points</b></p>		<p><b>Action Owne</b></p>
<p>Helpers needed to prepare vegetables on Saturday 12<sup>th</sup> at 2pm                  Committee volunteers and friends needed for; Team 1 and 2 Sunday 13<sup>th</sup> November                  JMD to inform Moira Isaac on details for Dolton Diary ASAP                  AH to complete posters for JMD to submit to Moira Isaac (Dolton Diary information)</p>		<p>All                  All                  JMD                  AH/JMD</p>
<p><b>Agenda Item 6</b></p>	<p><b>Finalise 'Standard Conditions of Hire and Application Form'</b></p>	<p><b>Presenter: NW</b></p>
<p><b>Discussion</b></p>	<ul style="list-style-type: none"> <li>• NW clarified some of the issues that were raised on committee members who had proof read the original draft.</li> <li>• 1) Deposit is optional and will remain within the document.</li> <li>• 2) Costs of hiring electrical equipment and use of utilities was reviewed.</li> <li>• Discussion took place that the document was rather lengthy. SB and others were in support that it reiterated and demonstrated the importance of the responsibilities of both the hirer and committee members.</li> <li>• HS has access to other similar documents and will bring to next meeting to review.</li> <li>• SB and SA have amended copies of the above documents to review for comments.</li> </ul>	
<p><b>Action Points</b></p>		<p><b>Action Owner</b></p>
<p>SB and SA to send comments direct to NW                  HS To obtain other such like Standard Conditions of Hire etc' for review by committee next month</p>		<p>SB/SA                  HS</p>
<p><b>Agenda Item 7</b></p>	<p><b>Key Register</b></p>	<p><b>Presenter: JMD</b></p>
<p><b>Discussion</b></p>	<ul style="list-style-type: none"> <li>• The above register is work in progress.</li> <li>• Concerns were raise that other members of the public may have or had keys for various accesses to the village hall. It is hoped the new key register is now up to date ready for November meeting. JMD thanked all those who have returned their declaration forms.</li> <li>• Other keys submitted to JMD will be checked for their validity to doors of refurbished hall.</li> </ul>	
<p><b>Action Points</b></p>		
<p>Complete 'Key Register' for 2011/2012 for November meeting</p>		<p>JMD</p>
<p><b>Agenda Item 8</b></p>	<p><b>Fire Alarm Activation on 7<sup>th</sup> October 2011.</b></p>	<p><b>Presenter: JT/JMD</b></p>
<p><b>Discussion 8.1</b></p>	<ul style="list-style-type: none"> <li>• Brief overview of sequence of events was discussed. The fire in the kitchen was brought under control very quickly resulting in no damage to walls or other</li> </ul>	

8.2	<p>fitments other than the cooker.</p> <ul style="list-style-type: none"> <li>• Emergency telephone notices needed in each room – to include postcode and grid reference for emergency services. EX19 8QS. Grid reference to be confirmed</li> <li>• Emergency Fire Blanket checked and in working order.</li> <li>• Fire extinguisher telephone number incorrect to be rectified.</li> <li>• Accident book and First Aid contents to be checked to ensure sufficient and all items in date.</li> <li>• Mr Ian Titchecott (Torridge District Council) recently undertook a Fire Risk Assessment for the village hall hosted by JT. Report in summary as follows             <ul style="list-style-type: none"> <li>a) Premises Licence not on display. JMD has been in contact and the fee of £10.50 has been paid for a duplicate licence to display in the main entrance.</li> <li>b) Ref ‘Log Book’ this should contain full details of any tests of equipment/services etc. (this has been completed by M Stubbings (Caretaker) Installers insist the Fire Alarm System must be checked weekly.</li> <li>c) Mr Titchecott gave positive feedback to JT in regards to the committee taking responsibility seriously with procedural conditions.</li> </ul> </li> <li>• JT has completed Fire Risk Assessment</li> <li>• JT has compiled a ‘Fire File’ detailing all aspects related ‘ Fire Risk Assessment’ and Appendices/‘Automatic Fire Alarm Resetting Procedure’/‘Standard Conditions of Hire and Application Form’. Once amendments are all committee members will be expected to read and sign off the document as having read and understood. This has been discussed and agreed by the Caretaker</li> </ul> <p>Extra ordinary Meeting held on Monday 10<sup>th</sup> October last included lengthy discussions on the repair versus replacement cooker. Decision to purchase 2 new cookers. Proposed by RL and seconded by Suzanne Clarke (SC). Cookers are from The Carford Group- 6 plate ovens Ref No 161433 confirmed total cost of £2909.30 including VAT/delivery and fitting. Additional estimated cost of £200-£300 to provide 3 phase electrical wiring. HS reported that light switch may need to be moved. Emersion switch to have timer fitted                  SJ to contact Adrian Sealey of TCI                  Insurance cover is valid and appropriate and will be pursued. Cooker is outside of guarantee period</p>	
Action Points		Action Owner
JMD to prepare and laminate ‘Emergency Telephone ‘ notices for village hall Correct telephone number on/near each appliance- for the person who used it to ensure they report this immediately so it can be exchanged for a full apparatus. JT to contact St John’s Ambulance website for advice on First Aid Box contents and Accident Book criteria All committee members to read ‘Fire Fire’ documents and sign off accordingly SJ to contact Adrian Sealey ref work on kitchen ceiling for extractor fan		JMD  JMD  JT All SJ
Agenda Item	Table Tennis	Presenter: SJ/JH
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• JH reported that the table tennis session was poorly attended</li> <li>• To be more widely advertised for future tennis instruction sessions.</li> </ul>	

<b>Action Points</b>		<b>Action Owner</b>
Further tennis Instruction dates are 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> October		
<b>Agenda Item 10</b>	<b>Job Descriptions</b>	<b>Presenter: SJ/JMD</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Correspondence discussed</li> <li>• JT has reviewed the roles and responsibilities in relation to Health and Safety and Fire Procedures with Caretaker who is in agreement</li> <li>• SB declared with others that it is timely to review the caretaker's job description in light of the point above and arrangements for holiday periods.</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
JMD to put an outline together in discussion with present caretaker to ensure all aspects are covered including any joint appointment is in writing. The draft will be reviewed with the caretaker and for him to be present at the appropriate meeting to discuss in full.		JMD
<b>Agenda Item 11</b>	<b>Any Other Business</b>	<b>Presenter: SJ/JT/JL/JMD</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Community Council of Devon – 'Find and Build it' seminar in Beaford Victory Hall 26.10.11 SJ to go and report back.</li> <li>• Emersion heater in disabled toilet- as above electrician will assess this and cost appropriately for committee.SJ will contact Jean Stanford to ensure this is ion electrician's work sheet.</li> <li>• Cancelling the fire alarm-once it is safe to do so, instructions can be found on the 'Fire Clipboard' in the cupboard in the main entrance.</li> <li>• Review of tariff for hiring the hall will take place in the spring 2012</li> <li>• TTVS (The Council for Voluntary Service for Torridge District) 2011 Annual General Meeting, will take place on the 20<sup>th</sup> October- no one able to attend therefore letter to be sent</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Jean Stanford to ensure electrician is aware of emersion heater details Letter to TTVS apologising for non attendance on the 20 <sup>th</sup> October		SJ JMD
<b>Agenda Item 12</b>	<b>Date of Next Meeting- Wednesday 9<sup>th</sup> November 2011</b>	

Meeting ended 21.40pm

Signature

Date

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

OCTOBER ACCOUNTS AS AT 12.10.11

(Appendix A)

Bank balance b/f	10921.00	Barclays savings b/f	3028.23
payments in month	-246.98	Transfers out in month	0.00
receipts in month	690.27	Transfers in in month	0.00
uncleared cheques	-5862.75	Barclays savings c/f	3028.23
Bank balance c/f	5501.54		

Cake Stall	
b/f	790.18
c/f	790.18

Cash balance b/f	67.02	Restoration fund b/f	6.05
Cash payments in month	-371.10	Transfers out	0.00
Cash receipts in month	371.10	Transfers in month	0.00
Cash balance c/f	67.02	Restoration fund c/f	6.05

Money owing from previous month - Nil

Money owing from this month - £28.00

Cheques issued since last meeting:

	£	
580 EDF	168.00	Electricity bill
581 Cancelled cheque		
582 The Consortium	65.97	Cleaning materials
583 Dolton Parish Council	5,729.00	Return of grant/loan
584 Paul Middleton Decorators	92.50	Paint/floor polishing
585 North Devon Blinds	1,402.00	Window blinds
586 OS Williams	37.97	Oil
587 Mick Stubbings	225.00	Caretaker (Sept)
588 SW Water	85.53	Water
589 BT	48.22	Telephone
590 Bowdens Cleaning Services	21.98	Rubbish sacks
591 Mick Stubbings	225.00	Caretaker (Oct)

Income

Coffee mornings/mini markets x 3	£276.60
Big Breakfast raised	£435.90
Savings Account interest	£0.38;
Restoration Fund Account interest	£2.37
Telephone coin box	£ 8.20

Hire of Hall in September

Parish Council	16.00	Flamenco	16.00
Yoga	24.00	Lunch Club	50.00
Football Club bingo	12.00	Phoenix Ladies	8.00
Dancing	103.00	St Edmund's Church	53.00
Horticultural Soc.	10.85	Pre School	75.50
Primary School	94.00		
Total	£462.35		