

**DOLTON & DOWLAND VILLAGE HALL COMMITTEE**  
**Registered Charity No. 300816**

MINUTES OF THE COMMITTEE MEETING HELD ON 13<sup>TH</sup> JUNE 2012

1. Present: Mrs S Jury, Mrs J Haynes, Mr J Lock, Adam Hughes, Mr J Thouless, Mr M Lock (Caretaker), Mrs S Ashman, Mrs S Turner, Mrs W Holland, Mrs H Sargeant.

Apologies were received from:- Mr N Wood, Ellie Wonnacott, Elizabeth Allin, Mrs Mcculloch, Mrs R Lock.

2. CARETAKERS REPORT

Liquid staining on large hall floor since Jubilee Party, floor has been polished.

Rear Wall has been painted

Suggested clear storage boxes for the cardboard boxes of glasses in store cupboard

Request for a strimmer to keep the outside area tidy. Mr Thouless kindly donated a strimmer that can be kept at the hall. Mrs Jury thanked Mr Thouless.

An enquiry has been received regarding the hire of the kitchen only for commercial use how much should be charged? (to be put on agenda for next meeting).

3. MINUTES OF PREVIOUS MEETING: the minutes of the meeting on 9/5/12 having been circulated were signed as a correct record.

4. MATTERS ARISING:

Item 6.3 - Annual Alcohol licence should read further review was needed. This will be reviewed later in the year.

5. TREASURERS REPORT.: The Treasurer presented the monthly accounts which showed our total funds standing at £8721.92. This is down from last month due to payment of an oil bill of £667.54 and also £558 for the electrical work on the stage. May hall hirings totalled £423.75, the coffee mornings takings were £375.19 and the cake stall £48.65. The accounts for this financial year to date are showing a deficit of £1513.18 due to the above one-off items and the annual insurance of £681 paid last month.

The current rate of interest with Barclays is 0.05%. Mrs Haynes has made initial enquiries with other financial services and will continue to look and fine the best rates of interest.

6. SECRETARY'S REPORT: there was no Secretary's report.

7. ANNUAL ALCOHOL LICENCE: to be discussed later in the year.

8. TV LICENCE: in respect of the 3 months licence discussed to cover the Olympic games being able to be watched on the big screen. A villager has a spare freeview box to kindly donate to the village hall it requires a viewing card cost £20 which he will pay for. Following discussion regarding timings etc it was agreed that Mrs Jury would approach Mr Levett to see if he would be prepared to organise a viewing schedule for the community to watch the games in the hall.

9. KITCHEN EQUIPMENT:

9.1. cake stand that was made for Jubilee Tea Party should it made available for hire ? Agreed that it would be a good idea and that a charge of £20 be made. Mrs Jury to arrange for Martin Lock to put photo on website.

9.2. wish list- Friday morning coffee funds used to be spent on equipment for kitchen. Since the new ladies/gentlemen took over the running all monies raised have been given to the treasurer and paid into village hall account. If any equipment is required a request is sent to the committee. Mrs Jury has proposed that the ladies compose a wish list and let them purchase the equipment themselves. Seconded by Mrs Ashman.

9.3 A second hand Carvery Hot unit (18 months old) has become available to buy along with an upright freezer and 2 commercial griddles all items for £1,000. Following a discussion it was agreed that Mrs Jury make enquiries as to whether the vendor would be prepared to split the items (no use for freezer or griddles).  
Proposed: Mr John Lock                      Seconded: Mrs Sarah Ashman

10).CARETAKERS WAGES: there has been no increase since 2007. Committee unanimously agreed that in view of the hard work that Martin Lock has carried out in his duties and appreciation of clean and tidy the hall is looking there would be an increase in his wage effective from 19<sup>th</sup> June 2012. Secretary to write to Mr Lock .  
Proposed: Mrs S Turner                      Seconded: Mrs H Sargeant

11. HIRE CHARGES: after discussion it was agreed not to alter the hire charges at the present time. Review in 6 months.

12. FLAGS IN HALL: a request has been received to leave the union jack flags in place in the village hall until after the Olympics. Discussed with Caretaker who is happy for them to stay in place.

13. ANY OTHER BUSINESS:

13.1 Mrs Jury congratulated and thanked everyone who contributed and came to the Sunday Lunch it was a successful and enjoyable day.

13.2 Horticultural Society have asked to use the "Play your Cards Right" for the Flower Show. All agreed

Proposed: Mrs S Jury

Seconded: Mrs S Ashman

13.3 Correspondence received from Community Council of Devon "Do you love your Community" offering the chance to win a prize of £500. Mrs Jury is to see Graham Hutchings about participating.

13.4 Mrs Haynes needs to file the annual accounts with the Charity Commission and needed clarification of all new and existing committee members following the AGM.

There being no further business the meeting closed at 9pm.

DATE OF NEXT MEETING: Wednesday 11<sup>th</sup> July 7.30pm

Signed.....

Mrs S Jury Chairman

Date.....

AGENDA  
DOLTON & DOWLAND VILLAGE HALL COMMITTEE  
MEETING

Wednesday 11<sup>th</sup> July 2012

1. Apologies
2. Caretakers Report
3. Minutes of the previous meeting
4. Matters arising
5. Treasurers Report
6. Secretary's Report
7. Cake Stand
8. Fundraising
  - 8.1 Big Breakfast - 15<sup>th</sup> September 2012
9. Any other Business
10. Date of next meeting - 12<sup>th</sup> September 2012