

DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No: 300816

MINUTES OF THE COMMITTEE MEETING HELD ON 14th JANUARY 2015

PRESENT: Mrs S Jury, Mrs F Hart, Mrs J Haynes, Mr M Lock (Caretaker),
Ms E Saggars, Mrs W Holland, Mrs J Levett, Mrs M Isaac, Ms R McCulloch,
Mrs S Turner & Mrs A Chivers

- 1) APOLOGIES RECEIVED FROM: Mrs S McCulloch & Mrs M Blanshard

- 2) CARETAKER'S REPORT:
 - Jan & Alan Haynes had donated some carpet which has been fitted under the stage
 - The new soft lighting is now in place
 - A new doormat has been fitted in the foyer
 - The chairs have all been deep-cleaned
 - The hot water to the hand basin in the ladies' toilets isn't working
 - The boiler has been serviced

- 3) MINUTES OF PREVIOUS MEETING: The minutes of the meeting held on 12th November have been circulated and were signed by Mrs Jury as a correct record.

- 4) MATTERS ARISING:
 - i) Storage space for the Scouts had been made available under the stage, for which they will be charged annually.
 - ii) Christmas Fair: We made a profit of £615.97, which was slightly down on last year. The stallholders had all seemed very pleased. Mrs Haynes had purchased the two half size tables, which had been put to good use.

- 5) TREASURER'S REPORT: The Treasurer presented the monthly accounts for December.

- 6) FINANCIAL PROCEDURES: Mrs Haynes needs to send the annual return to the Charity Commission. This year they have asked if we have reviewed our financial controls, and provided a checklist of legal requirements etc. After running through the list, it was agreed that we are happy with the controls we have in place.

Mrs Haynes also raised the question of whether we should register with the Inland Revenue for Gift Aid. It was decided that perhaps this is something we should think about the next time we have a large project.

- 7) CORRESPONDENCE RECEIVED: Letter from Torridge District Council in which they state that they will be carrying out a review of its current policy with regard to the granting of discretionary rate relief, with any changes being effective from 1 April 2016. A new application form will be sent in September 2015.
- 8) BIG BREAKFAST - 14th FEBRUARY: Doors will open at 8.30 a.m. and prices will remain the same as last year (£6 adults/£4 children aged 8 and under). Mrs Levett will do the posters. The Committee will start setting up at 6.30 p.m. on Friday, 13th February.
- 9) BINGO: January's bingo will be in aid of the Football Club, but from February onwards it will be raising money for the Village Hall.
- 10) CROCKERY: The sub-committee had met this week to decide what crockery & cutlery was required, and Mrs Levett had received a quote from Nisbets. She will now request samples of all crockery. We will also look to buy new white tablecloths. When we do finally receive all the new crockery, we will need to write up an inventory.
- 11) ANY OTHER BUSINESS:
- i) Mrs Haynes has typed up a Schedule of Deeds & Documents relating to the Village Hall. All documents are now stored in Mrs Turner's safe.
 - ii) Mrs Levett wanted to record our thanks to Martin for all the extra work he had done over the Christmas period when he'd cleaned all the chairs, and polished the floors.
 - iii) The Secretary is to write to the Parish Council to thank them for the receipt of a £300 grant, which had come through on the November accounts.

Date of next meeting: 11th February 2015 at 7.30 p.m.

Signed
Mrs S Jury, Chairperson

Date