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

**Registered Charity No. 300816**

**Wednesday 14th March 2012**

**J.M.Drury  
17.03.12**

# Agenda

## Dolton and Dowland Village Hall Committee

Wednesday 14<sup>th</sup> March 2012

At 7.30pm

1. Attendees and/or Apologies for Absence SJ
2. Caretakers Report ML
3. Minutes of Previous Meeting SJ
4. Matters Arising SJ
5. Treasurers Report JH
6. Secretary's Report JMD
7. Fundraising SJ
  - 7.1 Easter Fayre 17<sup>th</sup> March 2012
  - 7.2 Update on Jubilee Celebration Committee
  - 7.3 Electrical repairs
8. Any Other Business
9. Date of Next Meeting

Any agenda items for meetings please send to Julia Drury at [j.drury@btinternet.com](mailto:j.drury@btinternet.com) or telephone 01805 804446 at least one week prior to meeting date - Thank you

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

Wednesday 14<sup>th</sup> March 2012

No 1.		Attendees			
S Jury	SJ	N Wood	NW	E Wonnacott	EW
J Drury	JMD	M Lock	ML	E Allin	EA
J Haynes	JH	S Briggs	SB	W Holland	WH
S Turner	ST	J Lock	JL	S Ashman	SA
J Thouless	JT	A Hughes	AH		
Apologies					
H Sargeant /Rose Lock					
No.2	Caretakers Report				Presenter: ML
2.1	<ul style="list-style-type: none"> <li>DS Electricals have completed a review of the system and remedial work to be carried out will cost £911 including VAT. <i>Further quotes requested by committee.</i></li> </ul>				
2.2	<ul style="list-style-type: none"> <li>Appliance testing (Standard requirement) will cost £3 per item (27 items) <i>further charges from alternative sources have been requested by the committee.</i></li> </ul>				
2.3	<ul style="list-style-type: none"> <li>Concerns have been raised to ML by some users of the village hall regarding 'manual handling' issues, particularly related to equipment/items used during the coffee mornings. Users suggested purchase of a trolley. Information to users on trolleys available.</li> </ul>				
2.4	<ul style="list-style-type: none"> <li>ML enquired if there are plans to level the car park at the rear of the hall. <i>To be discussed at a later date</i></li> </ul>				
2.5	<ul style="list-style-type: none"> <li>Devon Air Ambulance requesting to hire equipment.</li> </ul>				
2.6	<ul style="list-style-type: none"> <li>Timing of the Easter Fayre on Saturday 17<sup>th</sup> March next. 8.30am to set up- help is needed please arrive at hall at specified time.</li> </ul>				
2.7	<ul style="list-style-type: none"> <li>Future meeting dates for Village Hall Committee Meetings confirmed. Including AGM date. Posters to be prepared and distributed from April 28<sup>th</sup> 2012 for AGM 9<sup>th</sup> May 2012</li> </ul>				
Action Points					Action Owner
Further quotes for remedial electrical repairs/appliance testing					JH
Letter to WAST regarding hiring of equipment and details of dates etc					JMD
No.3	Minutes of Previous Meeting				
	Amendments N Woods should read 'Wood' and R Boyce should read 'Boyes' Minutes were agreed as a true record- proposed by SA seconded by JL				
No.4	Matters Arising				Presenter: SJ
2.7	<ul style="list-style-type: none"> <li>Correspondence received from Mr. Boyes and Mrs Wooddissee relinquishing their authority as signatories when requesting new keys to be cut for the village hall users. New authorised signatories to be confirmed after re election at next AGM</li> </ul>				
Action Points					Action Owner
Letter/email to key company informing them of new signatories					JMD
No.5	Treasurers Report				Presenter: JH
	<ul style="list-style-type: none"> <li>Please see full report Appendix A</li> </ul>				
Action Points					Action Owner
None for information only					
No.6	Secretary's Report				Presenter: JMD

6.1	<ul style="list-style-type: none"> <li>Correspondence Resignation letter received from Mrs S Clarke- reluctantly standing down as a member of the village hall committee- all those appreciated her decision and of her contribution in the past. Letter received from Mr. F Reeve (Acting Scout Leader) to Chairman- acknowledged and noted</li> </ul>	
6.2	<ul style="list-style-type: none"> <li>Branscombe Training Event details shared at meeting- information received from Jenny Fish (Torrige CVS)</li> </ul>	
6.3	<ul style="list-style-type: none"> <li>Grants- Devon County Council's information received on monies available to bid against for capital assets. Once Solar Panel information received a possible bid will be produced to apply for funding. Grants available from £5k to £20k</li> </ul>	
6.4	<ul style="list-style-type: none"> <li>Information sought regarding the possibility of an annual alcohol license for the village hall with details on responsibilities for committee members.</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Awaiting Solar Energy Company information from AH. Plus further information from alternative companies for quotes and details.		AH/JMD
Information on annual alcohol licence and its implications		JMD
<b>No.7</b>	<b>Fundraising</b>	<b>Presenter: SJ</b>
7.1	<ul style="list-style-type: none"> <li>Easter Fayre 17<sup>th</sup> March 2012.- discussed 10am set up/start</li> </ul>	
7.2	<ul style="list-style-type: none"> <li>Update on Jubilee Celebrations- hall facilities will be charged at normal rates, there will not be a charge for 'set up time' all members agreed. Nil else to report.</li> </ul>	
7.3	<ul style="list-style-type: none"> <li>Electrical work as discussed in Point 2</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Nil- for information and sharing		
<b>No.8</b>	<b>Any Other Business</b>	<b>Presenter: SJ et al</b>
8.1 SJ	<ul style="list-style-type: none"> <li>Call received from CCD to enquire if Dolton and Dowland Village Hall are interested in rejoining 'Hallmark' (no cost to VH Committee)</li> </ul>	
8.2 JH	<ul style="list-style-type: none"> <li>Reported that VH accounts are due for auditing</li> </ul>	
8.3 SA	<ul style="list-style-type: none"> <li>Enquired about the Satellite Dish erected on village hall property. This was kindly donated to enable the Jubilee Celebrations in London to be televised locally.</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Letter to 'Hallmark' requesting that Dolton and Dowland Village Hall Committee remain live on their register.		JMD
Possible auditors to be approached regarding annual accounts		JH
<b>No.9</b>	<b>Date of Next Meeting</b>	<b>Presenter:</b>
	11 <sup>th</sup> April 2012	
<b>No.10</b>	<b>Date of Next <u>Annual General Meeting</u> (Public) followed by Dolton and Dowland VH Meeting (Closed)</b>	<b>Presenter:</b>
	9 <sup>th</sup> May 2012	

Signature

**DOLTON & DOWLAND VILLAGE HALL**

## MONTHLY ACCOUNTS

**2012  
February****Income**

Hire of Hall	414.75
Cake Stall	32.35
Coffee Mornings	359.06
Donations	0.00

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**806.16****Expenditure**

Caretaker	245.00
Utilities :	
Electricity	121.34
Water	
Telephone	
Oil	
Cleaning	
Stationery & Postage	
Maintenance	119.89
Asset purchase	
Misc	25.00

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**511.23****Excess/Deficit Income over expenditure**

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**294.93**

<b>TREASURER'S REPORT ON THE ACCOUNTS AS AT 14.03.12</b>
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Account balances

Bank balance as per Bank Statement:	6158.52
Plus : receipts in Mar	566.22
Less: payments in Mar	207.74
Balance as at 14th March	6517.00
Savings Account	3028.61
Restoration Account	6.05
Cash Balance	47.02
Total:	<u>£9598.68</u> =====

Cake Stall	b/f	£1054.88
March		55.20
	c/f	£1110.08

Money owing from previous month - nil      Money owing from this month - £65.75

<b>/Notes to the February accounts</b>
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Caretaker – an extra £20 was paid for taking the curtains to Barnstaple for cleaning  
 Electricity – this was final EDF bill for December (British Gas bill still to come for Jan/Feb)  
 Maintenance - DS Elect £86.40, Chair caps £29.50, battery for oil tank £3.99  
 Misc - Caretaker's travel costs to Barnstaple

Hire of Hall in February

Parish Council	20.00
Yoga	18.00
Dancing	32.00
Horticultural Soc.	10.00
Pre School	55.75
Flamenco	4.00
Lunch Club	58.00
Dolton Scouts/Cubs	36.00
Ladies Phoenix	10.00
Zumba	28.00
Twinning Assoc	32.00
Dolton F.C.	12.00
Devon Wildlife Trust	10.00
Jubilee Committee	89.00
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Total	£414.75