

# DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No: 300816

## MINUTES OF THE COMMITTEE MEETING HELD ON 14 MARCH 2018

PRESENT: Mrs S Jury, Mrs W Holland, Mr J Lock, Mr M Lock (Caretaker),  
Dr M Phillips, Mrs F Hart, Mrs J Levett & Mrs S Turner

- 1) APOLOGIES RECEIVED FROM: Mrs A Chivers, Mrs J Haynes, Mrs C Howitt, Mrs R Lock, Mrs S McCulloch, Ms E Saggars, Ms K Wonnacott & Mrs T Gobara
- 2) CARETAKER'S REPORT:
  - i) Mr Lock has been asked to book the hall for the elections in May 2019, and he wanted to know if the cost of hire for next year would change. It was agreed that this needed to be discussed with Mrs Haynes (Treasurer) when she was back from holiday.
  - ii) A new light has been fitted in the porch.
  - iii) Mr Lock has received a quote of £1,600 + VAT for the proposed new racking and storage system. Mrs Jury is going to speak to the mother & toddler group, and Mrs Turner/Mrs Levett will speak to the pre-school to see if they could go through their belongings in the cupboard to clear out as much stuff as possible in advance of booking the installation. The installers require about 3 weeks' notice, and we are aiming for the end of May.
  - iv) Mr Lock suggested switching the locks in the external doors to the small hall and the kitchen, in order to stop people who only need access to the small hall having to walk through the kitchen. It was agreed that this was a good idea, and Mr Lock will let the affected key holders know once he has carried out the work.
- 3) MINUTES OF PREVIOUS MEETING: The minutes of the meeting held on 14<sup>th</sup> February have been circulated and were signed by Mrs Jury as a correct record.
- 4) MATTERS ARISING:
  - i) Dr Phillips confirmed that she had advertised the Spring Fair in the North Devon Journal and the North Devon Gazette.
- 5) TREASURER'S REPORT: In her absence, the Treasurer submitted the monthly accounts for February.

6) CORRESPONDENCE RECEIVED:

- i) Mrs Haynes had received a letter from UK Parliament advising of UK-wide activities in which we may want to participate.
- ii) Mrs Levett had received a letter from the Trading Standards Service offering support via their website in complying with the law with regard to Food & Weights & Measures and Consumer Rights/Fair Trading & Age Restricted products.

7) SPRING FAIR – 17 MARCH 2018: 22.5 tables have been booked so we are virtually full. Mrs Haynes will go in on Friday afternoon to set up the café, and then back in at 9 a.m. on Saturday to put out the tables in the hall. This means that the Kick Boxing class can go ahead on Friday evening.

8) BAR LICENCE: Mrs Levett has met with the Torridge licensing team and completed the application. Official notices have now been published, including an entry in the North Devon Journal at a cost of £108.90. The closing date for any objections from members of the public is 28<sup>th</sup> March. If we get the licence, there will be an annual fee to pay, and we will charge £20 to hirers of the hall if they wish to make use of the licence.

9) REFURBISHMENT OF TOILETS: Although it was agreed that we would need to get 2 or 3 quotes for the work to refurbish the toilets, it was uncertain who we should approach. Mrs Levett will ask Ed if he could speak to someone at Tamar Trading as a starting point.

10) ANY OTHER BUSINESS:

- i) The Parish Council have invited the Village Hall Committee to the official opening of the new car park at 11 a.m. on Friday, 6<sup>th</sup> April. Representatives of Torridge District Council, including the Leader Jane Whittaker, plus the Parish Council and the builders of the car park will all be in attendance, and as it is timed for the end of the coffee morning it is hoped that some of them will stay too. Refreshments will be provided.
- ii) Dr Phillips thought we needed better advertising boards for our events, and offered to investigate what is available, and what other villages do/use e.g. chalk boards etc.
- iii) Following the School's disco night in February, when the rubbish and recycling had not been sorted or taken away, Mrs Jury said that we need to remind hall users that they must remove their own rubbish after an event and it was suggested that a laminated sign should be put up in the kitchen. Unfortunately the council do not provide us with recycling boxes, although when the new recycling arrangements come in to play in June it may be worth contacting them again.

- iv) Mrs Jury read out an email which had been sent by Mr & Mrs Parker earlier in the year in which they had suggested they would be using removeable posts and chains around their new car parking space. This clearly did not happen, as they subsequently built a wall.

**Date of next meeting:** Wednesday, 11<sup>th</sup> April 2018 @ 7.30 p.m.

Signed .....  
Mrs S Jury, Chairperson

Date .....