



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

**Registered Charity No. 300816**

**Wednesday 14th September 2011**



Dolton and Dowland Village Hall Committee  
14<sup>th</sup> September 2011 at 7.30pm

Agenda

1. Attendees and/or Apologies for absence
2. Minutes of previous meeting and new secretary
3. Matters arising
4. Treasurers report
5. Fundraising/Grants update
  - 5.1 Parish Walk 28<sup>th</sup> August 2011
  - 5.2 Big Breakfast 17<sup>th</sup> September 2011
  - 5.3 Sunday Lunch 13<sup>th</sup> November 2011
  - 5.4 Christmas Fair
  - 5.5 Dance
6. Hire Agreement
7. Fire Risk Assessment
8. Table Tennis
9. Blinds
10. Caretaker Roles and Responsibilities
11. Any other business
13. Date of next meeting

## 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 Shirley McCulloch	SM Ellie Wonnacott EW
Sarah Ashman	SA John Lock	JL Elizabeth Allin EA
John Thouless	JT Julia Drury	JMD Wendy Holland WH
Suzanne Clarke	SC Heattie Sargent	HS
	<b>Apologies</b>	
	Rose Lock	Stan Briggs
Agenda Item 2	Minutes of Previous Meeting and New Secretary	Presenter: SJ
	<ul style="list-style-type: none"> <li>Amendment to minutes of 18<sup>th</sup> July 2011. Attendees should include Shirley McCulloch and Karen Herniman</li> <li>Minutes signed as correct by SJ (Chair)</li> <li>SJ welcomed new secretary JMD and thanked SA for her help and support</li> </ul>	
Agenda Item 3	Matters Arising	Presenter: SJ
	All issues included on Agenda for 14 <sup>th</sup> September 2011.	
Action Points		Action Owner
Not applicable		
Agenda Item 4	Treasurers Report	Presenter: JH
	<ul style="list-style-type: none"> <li>Full report- please see Appendix A</li> <li>New and simplified format was presented and received positively.</li> <li>JH explained financial situation</li> <li>Monies received from Parish Council in respect of hall refurbishment remains in current account. Discussion and decision regarding refund of £5.7k to take place at meeting</li> <li>Questions raised regarding 'Grant v Loan', amounts received and actual amount to be reimbursed to Parish Council.</li> <li>It was agreed the shortfall amount was £5.729k and therefore amount to be returned to Parish Council.</li> <li>SJ to sign off refund, and contact J Sidey for next Parish Council Meeting. Members agreed</li> <li>JT raised issue of cheque No 577- JH confirmed this was an error cheque and had been cancelled</li> <li>Invoice received from North Devon Blinds for £1.5k</li> <li>Invoice received from Paul Middleton for floor cleaning and paint materials- acknowledgement to P Middleton expressing thanks from committee</li> <li>Donation £130 received from sale of 'Soup Books' ref P Woodisse, acknowledgement letter to be sent. SJ raised concerns about cooker in kitchen- this has been checked by R Dunn and appears in good working order, a 'Kitchen Refurbishment Fund' has been established and cookers would be included as part of the refurbishment.</li> </ul>	
Action Points		Action Owner
Chair to contact J. Sidey in respect of refund of £5.729k		SJ
Letter to DPC with refund as stated above		JMD
Letter to P Middleton		JMD

Letter to P Woodisse	JMD
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Agenda Item 5a	Fundraising	Presenter: SJ/JMD
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Ref '<i>Parish Walk</i>' of 28<sup>th</sup> August 2011- enjoyable day</li> <li>• Ref '<i>Big Breakfast</i>' 17<sup>th</sup> September 2011 – delegation of helpers has been organised. Request that any other helpers and donations of food to contact SJ direct. Raffle prizes have been received with thanks.</li> <li>• Ref '<i>Sunday Lunch</i>' 13<sup>th</sup> November 2011 – ticket price increased to £8.00 pp. Cost per child remains unchanged at £4.00 per child. Tickets to be printed and to be advertised on notice board</li> <li>• Ref '<i>Christmas Fair</i>' <u>provisionally</u> Saturday 3<sup>rd</sup> December 2011. Angela Chivers is taking names for Christmas Fair Table allocations. SJ to contact A Chivers for more details</li> <li>• Ref '<i>Rock'n'Roll Night Dance</i>' Friday 9<sup>th</sup> December 2011. Tickets approximately £12.00pp.Bar Licence to be applied for</li> </ul>	
<b>Action Points</b>		<b>Action Owne</b>
Any further help and food donations contact SJ		All
Tickets to be printed for Sunday Lunch event		EA
Advertise Sunday Lunch on notice board and provide artwork		HS
Confirmation of Angela Chivers coordinating table allocation for Christmas Fair		SJ
Moira Isaacs to advertise Christmas Fair in Dolton Diary, when date confirmed		JMD
Application for Bar Licence for Rock'n'Roll Dance		JT
Confirmation of dates for Christmas Fair and Rock'n'Roll Dance (see above)		JMD
Agenda Item 5b	Grants Update	Presenter: JMD
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Correspondence received from Graham Hutchings, ref Grants Update</li> <li>• Devon Waste Management Ltd; - Grant of £10.950K. Schedules 6&amp;7 of the 'Funding Agreement' will need to be completed annually for 5 years. SWEET to be kept updated on any open events or publicity</li> <li>• Devon County Council (Mr. A Boyd) – Grant of £5k received</li> <li>• Leonard Laity Stoate Charitable Trust – Grant of £1k received</li> <li>• Big Lottery Fund Grant - £10k – publicity material received</li> <li>• Community Council Devon (CCD)/Torrridge District Council (TDC) – Grant of £1.5k from CCD received TDC Grant of £7.229k has been approved and received. £5.729 will be returned to Dolton Parish Council (in respect of DPC grant of £8.750k) this was approved initially to cover TDC original shortfall in funds.(i.e. £7.229k less £1.5k = £5.729k) this unanimously supported by the committee members present.</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
'Funding Agreement' to be reviewed and prepared for 2012		JMD
Funding reimbursement to be managed by Chair for J Sidey prior to next Parish Council Meeting		SJ
Agenda Item 6	Hire Agreement	Presenter: NW
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• NW and JT presented draft 'Official Hiring of Premises' document together with 'Fire Risk Assessment' details.</li> <li>• NW suggested these documents should be proof read and comments returned</li> </ul>	

	to NW by 30 <sup>th</sup> September at the latest	
<b>Action Points</b>		
Draft documents - comments to NW by 30 <sup>th</sup> September		SJ/JMD/JL
<b>Agenda Item 7</b>	<b>Fire Risk Assessment</b>	<b>Presenter: JT</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Last completed in 2010, now needs updating due to automatic Fire Alarm System now in place. Document includes resetting of alarms/weekly checking of system and included in 'Standard Conditions of Hire'.</li> <li>• A Fire Risk Assessment file will be compiled for all committee members to sign as agreed and understood. A similar document will be available for each hiring agreement and annual assessments for individuals who hire the hall on a regular basis.</li> <li>• Issue of security discussed in relation to 'Key Allocation' last completed in 2009. All key holders will have letter to update files for 2011/2012. Caretaker to be contacted for up to date list.</li> <li>• New Fire Alarm to be tested on a weekly basis within office hours. Close neighbours will be written to with full explanation when alarm system is being checked with contact numbers in the event of alarm being activated outside of testing period. Contact names will be M Stubbings (Caretaker) John Thouless (Committee Member) and Jan Haynes (Treasurer)</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Fire Risk Assessment to be completed and signed off by each committee member once final draft agreed		All
Secretary to contact M Stubbings for up to date key allocation and write to each individual for confirmation of ownership of Village Hall keys as of 2011/2012		JMD
Letters to close neighbours of village hall ref Fire Alarm Testing each week		JT
<b>Agenda Item 8</b>	<b>Table Tennis</b>	<b>Presenter: EW</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Whereabouts of table tennis table discussed and on its usage. Mr. Stubbings (Caretaker) was reported to be in contact with tennis instructor to recommence teaching course for tennis enthusiasts. Hall is available for hiring and teaching of table tennis. Table locked securely away in cupboard.</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Information only		
<b>Agenda Item 9</b>	<b>Blinds for refurbished hall</b>	<b>Presenter: SJ</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Blinds have been placed in small committee room at expense of North Devon Blinds. All other information discussed in agenda item 4.</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
No action points		

<b>Agenda Item 10</b>	<b>Roles and Responsibilities of Caretaker Role</b>	<b>Presenter: SJ</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>Discussion took place of the need to review the job description including the roles and responsibilities of the 'Caretaker Position' particularly in light of new legislation and installation of Automatic Fire Alarm System. This will include the need to be available in the execution of the caretaker role. Letter to be sent to M Stubbings</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Letter to Mr Stubbings in relation to review Job description, Roles and Responsibilities		JMD
<b>Agenda Item 11</b>	<b>Any Other Business</b>	<b>Presenter:</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>SA- raised concerns on the difficulties of putting information on the Website</li> <li>SJ-informed committee of costs for purchase of floor mats and notice boards £595.10. SJ to review other suppliers for competitive prices</li> <li>JT-Public Liability Insurance needs to be update and displayed</li> <li>JT-reported emersion heater in toilet next to the small committee room must be switched off, automatic timer switch to be considered.</li> <li>Updated contact list for all committee members will be sent once completed with missing data</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
To contact Martin Lock ref Website concerns Review other suppliers for equipment and floor mats Public Liability Insurance to be updated and displayed		SA SJ JT
<b>Agenda Item 12</b>	<b>Date of next meeting - Wednesday 12th October 7.30pm</b>	

Meeting ended 21.40pm

Signature

Date

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