

# DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No: 300816

## MINUTES OF THE COMMITTEE MEETING HELD ON 14<sup>th</sup> SEPTEMBER 2016

Present: Mr M Lock, Ms C Armstrong, Ms K Wonnacott, Ms E Sagers, Mrs S McCulloch, Ms E Wonnacott, Mrs S Jury, Mrs W Holland, Mrs S Turner, Mr J Lock

- 1) APOLOGIES RECEIVED FROM: Mrs R Lock, Mrs J Levett, Mrs J Haynes, Ms R McCulloch
  
- 2) CARETAKER'S REPORT:
  - i) A new audio system has been fitted by a company in Braunton, a loop hearing aid system has been fitted and the old system has been put at the back of the stage. 'The Green Man' were going to buy the audio system however we have had no further contact with them. Martin has provided instructions to go with the new system.
  - ii) The remaining 22 chairs have arrived and have been put in the store room
  - iii) A new soap dispenser has been put in the disabled toilet.
  - iv) The display boards stored in the store room were hired out earlier in the year, when two were taken down they both had woodworm so these have been burnt.
  - v) A new exterior light has been fitted outside the back door
  - vi) Ms E Wonnacott has written to the school to ask them to make bookings for the hall with Mr M Lock, she has not received a response.
  
- 3) MINUTES OF PREVIOUS MEETING: The minutes of the meeting held on 13<sup>th</sup> July have been circulated and were signed by Mrs S Jury as a correct record.
  
- 4) MATTERS ARISING: Mrs S Jury put a note in the diary to ask people to stop parking behind the hall however people are still parking there. The committee were unsure how else to resolve this
  
- 5) CORRESPONDENCE RECEIVED:  
None
  
- 6) 50<sup>th</sup> ANNIVERSARY OF THE OPENING OF THE VILLAGE HALL:

Mrs S McCulloch asked Sadie, who has a catering business, whether she may be able to quote to supply various hot dishes for 150 people, however, she already has a booking for this day.

Mrs S Jury has spoken to Pippa and Jamie about them doing a hog roast for the anniversary of the opening of the Village Hall, they have quoted £5 per person for 150 people, a total of £750. If we require plates, knives and forks this would increase to £800.

The committee agreed this would be a good way to celebrate the anniversary and it was suggested that committee members would contribute with salads, coleslaws etc.

Mrs S Jury also contacted Johnny Cowling, however, he already has a booking for this day. However, Ms S Turner suggested asking David Jones and Mrs S Jury will ask Jeffrey Cleverton, who sings and tells tales, whether he is able to make this date.

It was discussed at the last meeting that tickets would be sold to give a better idea of numbers, Mrs S Jury suggested that these could be priced at £10 per ticket with children accompanied by an adult getting free admission, which the committee agreed to.

#### 7) QUOTES FOR REPAIRS TO THE STONE WALL:

Ms E Wonnacott was only able to obtain a quote from Mr P Middleton which she read to the committee, they agreed to accept this and he gave an estimated start date of mid-October.

Ms E Wonnacott will send a letter of acceptance to this effect.

#### 8) BIG BREAKFAST - SATURDAY 8<sup>th</sup> OCTOBER

- i) Ms K Wonnacott, Ms E Sagers and Ms R McCulloch will be arriving at 8:00am to help with the waitressing
- ii) Mrs J Levett is away for the big breakfast and so Mrs F Hart has kindly offered to help with the serving of the breakfast.
- iii) Mrs S Jury brought it to the committee's attention that we are not covered in the event of an accident where members of the public are in the kitchen whilst such an event is being held. Mrs W Holland will make some signs restricting the access of those attending the breakfast from entering the kitchen.
- iv) Ms K Wonnacott will distribute posters 2-3 weeks before the event.

#### 9) SUNAY LUNCH - Sunday 13<sup>th</sup> November

Mrs S Jury asked for people to kindly donate raffle prizes and puddings for the Sunday Lunch and also asked for someone to volunteer before or at the next meeting to make the stuffing for the event.

10) CHRISTMAS FAYRE

Mrs J Haynes already has 15 & ½ tables booked for the Christmas Fayre and it was agreed that Ms K Wonnacott, Ms E Sagers and Ms R McCulloch would help with the tombola.

11) ANY OTHER BUSINESS

Mr J Lock asked the committee whether we should consider getting a permanent licence for serving alcohol rather than having to obtain a Temporary Events Notice which incur an individual cost and have to be applied for several weeks prior to an event. Ms E Wonnacott agreed to look into the cost and requirements of obtaining a permanent licence.

**Date of the next meeting:** Wednesday 12<sup>th</sup> October

Signed .....

Mrs S Jury, Chairperson

Date .....