

DOCUMENT

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

**Registered Charity No. 300816**

**Wednesday 14<sup>th</sup> December 2011**

## Agenda

Dolton and Dowland Village Hall Committee  
Wednesday 14<sup>th</sup> December 2011  
At 7.30pm

1. Attendees and/or Apologies for absence SB
2. Caretakers Report ML  
2.1 Replacement Kettle SJ
3. Minutes of previous meeting SJ
4. Matters arising SJ
5. Treasurers report JH
6. Fundraising/Grants update SJ/JMD  
6.1 Sunday Lunch 13<sup>th</sup> November 2011  
6.2 Christmas Fair 3<sup>rd</sup> December 2011  
6.3 Rock'n'Roll Dance 9<sup>th</sup> December 2011
7. Final Contract 'Contract of Hire' Agreement presentation NW
8. Village Hall Fixture and Fittings  
8.1 Chair floor protectors SB  
8.2 Urgent Notice Boards/Information JT/JMD  
8.3 First Aid Box SJ
9. Any other business
10. Date of next meeting

NB. Any items for the next Dolton and Dowland Village Hall Agenda please contact  
Julia Drury at [j.drury49@btinternet.com](mailto:j.drury49@btinternet.com)

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

**Date 14<sup>th</sup> December 2011**

Agenda Item 1		Attendees/Apologies	Presenter: SJ/JMD
Stan Briggs	(Chair)	SB Wendy Holland	WH
Jan Haynes		JH Ellie Wonnacott	EW
Martin Lock		ML Adam Hughes	AH
John Thouless		JT Julia Drury	JMD
Vice Chairman Mr Stan Briggs Welcomed Mr Martin Lock- to his new role of caretaker for Dolton and Dowland Village Hall and to this evening's meeting			
Agenda Item 1		Apologies	
		Sue Jury/Heattie Sargent/Shirley McCulloch/Karen Herniman/Sue Turner/ Sarah Ashman/ Suzanne Clarke /Rose and John Lock /Lizzie Allin/Nicky Woods	
Agenda Item 2		Caretakers Report	Presenter: ML
2.1		<ul style="list-style-type: none"> <li>ML- first report from the new caretaker</li> </ul>	
2.2		<ul style="list-style-type: none"> <li>Increased hours have been worked i.e.15 hours per week.ML expects this to reduce now initial induction and extra work needed has been completed.</li> </ul>	
2.3		<ul style="list-style-type: none"> <li>No dates received for the 'Mini Market' ML to contact Mrs Angela Chivers.</li> </ul>	
2.4		<ul style="list-style-type: none"> <li>All hirers regardless of event must inform ML of any setting up times- to ensure the hall is not doubled booked or that income is lost.</li> </ul>	
2.5		<ul style="list-style-type: none"> <li>Uneven pathway approaching the disabled access to the rear of the hall has been addressed as a temporary measure- this will need to be permanently repaired in the future.</li> </ul>	
2.6		<ul style="list-style-type: none"> <li>There has been a delay in the returning of crockery/cutlery to the village hall – this then has implications for other hirers. Hiring of crockery etc will be agenda item for next meeting, as to a way forward.</li> </ul>	
2.7		<ul style="list-style-type: none"> <li>JT asked about the weekly checking of the electronic fire alarm system. ML informed committee that this was all in order. With regards to checking of all electrical equipment correspondence was read out by JT from Mr. Roger Dunn as to Portable Appliance Testing (PAT), frequency and qualifications needed.</li> </ul>	
2.8		<ul style="list-style-type: none"> <li>JT and ML to compile a list of all electrical appliances and perform Risk Assessments as appropriate.</li> </ul>	
2.9 (2.1)		<ul style="list-style-type: none"> <li>Ref Replacement Kettle- this has been checked by ML including the electrical leads of both kettles in use.</li> </ul>	
Action Points			Action Owner
ML to contact Mrs A Chivers ref Mini Market dates for 2012			ML
ALL hirers to inform ML for setting up times for events (this will be charged and hirer invoiced per hour)			ALL
Agenda item for next meeting ref Crockery/Cutlery 'loans'			JMD
List of all electrical equipment needed and risk assessments performed			ML/JT
Agenda Item 3		Minutes of Previous Meeting	Presenter: SB
		<ul style="list-style-type: none"> <li>Agreed as true record, proposed by JH seconded by JT</li> </ul>	
Action Points			Action Owner
Nil information only			
Agenda Item 4		Matters Arising	Presenter: JH/JT
Item 4		<ul style="list-style-type: none"> <li>JH and SJ reviewed other contracts as the existing Electrical Contract is due to</li> </ul>	

<b>Item 7.1</b>	<p>expire. Both agreed on British Gas with a 2 year contract, priced on last year's usage. Termination of contract letter to EDF.</p> <ul style="list-style-type: none"> <li>• JT – Official Notice Boards with 'Legal and Health and Safety' information now in place.</li> <li>• 2 Further notice boards to be erected in main entrance area for general information about the hall.</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
Termination of Contract letter to EDF		JH
Fix notice boards in main entrance for general hire details, contacts etc		ML
<b>Agenda Item 5</b>	<b>Financial Report</b>	<b>Presenter: JH</b>
	<p>Report explained in full- (Please see Appendix A)</p> <p>JT- discussed the Bar arrangements for the recent Rock'n'Roll night and costs Involved i.e. 1) Draught beer v canned beer 2) Cost of wine per bottle also, 3) Grateful thanks for the Union Inn staff on their support on the night and suggestion have spirit optics at future events.</p> <p>JT suggested the committee agree before any future events, the costs and arrangements for any refreshments, alcohol etc; that may be sold on the day. Committee to take this forward next year for future events</p>	
<b>Action Points</b>		<b>Action Owner</b>
Nil- for information only		
<b>Agenda Item 6</b>	<b>Fundraising/Grants Update</b>	<b>Presenter: SJ/JMD</b>
<b>Discussion</b>	<p><b>6.1</b></p> <ul style="list-style-type: none"> <li>• <b>Ref 'Sunday Lunch' 13<sup>th</sup> November 2011</b> – £842.89 Chairman and Vice Chairman wish to extend their thanks to everyone involved. Points of discussion included limiting numbers next year, the placing of tables to ensure easier access and the process to be adopted for being served lunch i.e. table by table</li> </ul> <p><b>6.2</b></p> <ul style="list-style-type: none"> <li>• <b>Ref 'Christmas Fair' confirmed for Saturday 3<sup>d</sup> December 2011.</b> £536.80 again a huge thank you to everyone involved to make the day a success.</li> </ul> <p><b>6.3</b></p> <ul style="list-style-type: none"> <li>• <b>Ref 'Rock'n'Roll Night Dance' Friday 9<sup>th</sup> December 2011.</b> £1328.88. Thank you to everyone who worked so hard. Other comments as above in agenda item 5.</li> <li>• <b>Ref Boxing Day Walk 26<sup>th</sup> December 2011</b> – All information on Dolton Website. Time 1.30pm-5pm. After the walk returning to village hall for mulled wine and mince pies.</li> </ul>	
<b>Action Points</b>		<b>Action Owne</b>
Nil for information		
<b>Agenda Item 7</b>	<b>Finalise 'Contract of Hire Agreement'</b>	<b>Presenter: NW</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Final document discussed by JT on behalf of NW in his absence. Amended draft was sent out for comments. Document now agreed proposed by JT and seconded by JH.</li> <li>• New 'Standards of Conditions of Hire Agreement' and 'Application for Hire' will be in place for ALL hirers from January 2012. Copies will be sent out with invoices to those already having booked the hall for events.</li> </ul>	
<b>Action Points</b>		<b>Action Owner</b>
a) Standards of Conditions of Hire Agreement and forms to be sent out with invoices.		JH
Documents to be sent via email to secretary and caretaker		NW
New documents to be included on the village hall website		ML

Agenda Item 8	Village Hall Fixture and Fittings	Presenter: SB/JT JMD/SJ
8.1 8.2 8.3	<ul style="list-style-type: none"> <li><b>Chair Floor Protectors</b> – SB has identified supplier’s costs to follow.</li> <li><b>Urgent Notice Boards</b> – JT as discussed above, only ‘Information Notice Boards’ outstanding</li> <li><b>First Aid Box</b> – concerns raised about accessibility of some items. Agreed all visible and equipment will remain in easy access clear bags for cleanliness and visibility.</li> <li><b>Stage Curtains</b> – SB for SJ reported that they needed cleaning. To be paid for by village hall funds. SJ to obtain a quote. The curtains are fire retardant and this should be considered with cleaning chemicals or re treated post cleaning process.SJ would also agree with ML if there is any additional payment for his time in relation to dealing with and having the stage curtains cleaned professionally.</li> </ul>	
Action Points		Action Owner
Chair protector costs to follow for all chairs in hall Cleaning of stage curtains ML to Liaise with SJ		SB ML
Agenda Item 9	Any Other Business	Presenter: SB
ML JT AH JMD ML/JT JT	<ul style="list-style-type: none"> <li>Questioned as to when village hall prices are to be reviewed. Will remain same until AGM May/June 2012.</li> <li>Requested the purchase of a smoke sensor tester for weekly checking of alarms</li> <li>Noted doors being marked with retaining fire arm on back of door.ML to review this.</li> <li>Existing Glitter Ball for parties etc does not have motor- cost £4.99 those present agreed to the purchase and ML to fix to glitter ball.</li> <li>Expressed concerns of trip switch when certain equipment is being used. Request for Roger Dunn to be informed and advice sought.</li> <li>Request for anyone who has information and/or knowledge on how audio equipment/lights/cookers etc to contact him direct in order for him to compile a easy simple ‘how to use’ folder for all future hirers</li> </ul>	
Action Points		Action Owner
Purchase of smoke sensor/Tester Review of doors being damaged with retaining arms Purchase of glitter ball motor Letter to M R Dunn seeking advice on electric problems with spot lights/trip switch URGENT request for any information to JT for hall’s ‘How to Use’ folder for future hirers		ML ML JMD JMD ALL
Agenda Item 12	Date of Next Meeting- Wednesday 11 <sup>th</sup> January 2012	

Meeting ended 21.50pm

Signature	Date
Mr S. Briggs (Vice Chairman for Dolton and Dowland Village Hall Committee)	

**(Appendix A)**

**DECEMBER ACCOUNTS AS AT 14.12.11**

Bank balance b/f	4356.05	Savings a/c b/f	3028.23	Cake Stall	
Payments in Dec	-93.81	Transfers in Dec	0.00	b/f	911.03
Receipts in Dec	2430.52			Dec	60.00
<b>Bank balance</b>	<b>6692.76</b>	<b>Savings a/c C/F</b>	<b>3028.23</b>	<b>c/f</b>	<b>971.03</b>

Cash balance b/f	47.02	Restoration fund b/f	6.05
receipts in month	1615.68	Transfers in Dec	0.00
payments in month	-1615.68		
<b>Cash balance C/F</b>	<b>47.02</b>	<b>Restoration fund C/F</b>	<b>6.05</b>

Money owing from previous month – Nil      Money owing from this month - £164.50

Cheques issued since last meeting:

	£	
600 DS Electrical	519.00	32 amp electrics/timer
601 Bowden's Cleaning	16.72	Cleaning materials
602 Paul Middleton	281.00	Temp Caretaker role
603 The Consortium	93.81	Cleaning materials

Income

Coffee mornings/mini markets x 4	£303.95
Cake Stall	£60.00
Donations	£20 (Suzanne Clarke)
Sunday Lunch	£842.89
Christmas Fair	£536.80
Rock & Roll Night	£1328.88

Hire of Hall in November

Parish Council	16.00
Yoga	30.00
Football Club bingo	12.00
Dancing	40.00
Horticultural Soc.	8.00
Pre School	61.75
Devon Wildlife Trust	12.00
Flamenco	12.00
Lunch Club	50.00
Phoenix Ladies	8.00
Twinning Association	6.00
Carnival	68.00
Dolton Scouts/Cubs	56.00
Private parties x 4	116.50
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<b>Total</b>	<b>£496.25</b>