

DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No. 300816

MINUTES OF THE COMMITTEE MEETING HELD ON 17 January 2011 AT 7.30 P.M.

1. Present: Mrs S Jury (Chair), Mr G Hutchings, Mr R Dunn, Mrs S McCulloch, Mr J Lock, Mrs S Turner, Mr J Thouless and Adam Hughes

Apologies were received from: Mrs R Lock, Mrs K Herniman (Treasurer) and Mrs J Sidey (Secretary), Mrs S Ashman. **In the absence of the Secretary Minutes were taken by Mr G Hutchings.**

2. Approval of Minutes. Minutes of the meeting on 13th November having been circulated, the following amendments were made:

5(i) Edna of Roborough Village Hall – full name is Edna Dodswell

5(ii) Libbaton Golf Club did not give a draw prize for the Rock and Roll evening – a letter was sent to them requesting a prize but no reply received.

Minutes of 15th November 2010 were then signed by the Chairman as a correct record, on the proposal of Mr J Lock and seconded by Mr R Dunn. Carried.

3. Treasurers Report.

(i) Mrs Herniman has written a letter confirming she will be resigning at the AGM as Treasurer. She hopes that by giving the committee several months notice that a new treasurer will be found.

(ii) A copy of the monthly accounts was circulated. Current Account balance £2435, Savings Account £3026, Restoration Fund £30558.

(iii) Payment of £794 to O J Williams (Oil)- Mrs Jury will check to see how many litres of oil this payment related to.

(iv) In the absence of the Treasurer and the Secretary it was not possible to confirm that the Ward Councillors Grant of £1250 has been received. Mrs Lock (Ward Cllr) will follow up.

(v) Mrs Jury will ask the Treasurer for a breakdown of the funds paid into the Restoration Account.

(vi) Mrs Jury and Mrs Turner collected a cheque for £200 from the Torrington Cavaliers at a special presentation event held at Great Torrington School on 4th December 2010.

(vii) Committee to find out where fan heater (cost £122) is being stored in the Hall. It was purchased to heat and dry out the Gent's toilet following the burst pipes during the extremely cold weather.

(viii) The Sunday lunch on 14/11/10 made a profit of £586.

(ix) The Rock and Roll dance on 3/12/10 made a profit of £1401

(x) The Christmas Fair on 11/12/10 made a profit of £578.

4. Matter arising from the Minutes

(i) Cheque for £15.50 payable to CCD (Community Council of Devon) has been received from the Treasurer for Mr Hutchings to send to CCD to obtain some booklets regarding the Hallmark scheme.

(ii) Mr Thouless will contact Allied Westminster Insurance to check the situation regarding outside organisations use of the Hall.

5. Fund raising/Grants

(i) The Atlantics (2011). Mr Eddy Levitt has advised us that he has found possible dates for another Atlantics dance should the Committee like to hold another Rock & Roll Evening. Decided to ask Eddy to book the Atlantics for Friday 9th December (as our preferable date). Mr Hutchings will contact Mr Levitt.

(ii) Big Breakfast (2011); Mrs Jury will look for possible date in February to hold another Big Breakfast and confirm date to Committee.

(iii) Easter Fayre (2011) Mrs Jury will check if Hall will be free for Saturday 9th April.

- (iv) Parish Council – third party contribution of £1250 has been sent to SWEET re grant of £12500 (net £10950) from Devon Waste Management Ltd. We are now awaiting Funding Agreement – Mr Hutchings will contact SWEET to ascertain when it will be available.
- (v) CCD/TDC Grant application £8728 (£4364 from CCD, £4364 from TDC) was sent in December, deadline was 31.12.10. Advised we should hear within 12 weeks if we have been successful.
- (vi) Leonard Laity Stoate Charitable Trust £1000 proposed grant need to be provided with an update. Secretary to be asked to send a suitable email.

Any Other Business

- (i) Roof, ceilings & electrics. This to be made an agenda item for next meeting. Mrs Jury to obtain updated quotes from builders regarding the roof. Ideally the Committee would like to replace roof, ceilings and lighting/electrics at the same time but full funding is not yet in place. Matter is becoming more urgent as further leaks of rainwater are coming into the Hall. Mr Dunn gave a detailed account of the specification he is preparing to be sent to electricians to enable them to quote for the proposed work. It will include new lighting, switches, outside lighting, new electrical sockets, emergency lighting and extractor fans in the four toilets. Specification to be sent to Committee members when prepared.
- (ii) Chairs. Caretaker will charge £5. per chair for their repair – agreed.
- (iii) Football Club Dance 2011. Football Club will need a Licence for a bar later this year. Mr Thouless will contact Mr John Folland regarding details required.
- (iv) Boiler. There are continuing problems with the boiler. Mrs Jury will see if the boiler is still covered by warranty and will report back at next meeting.
- (v) Second hand books. It was agreed that the books could be sold at Angela’s Soup Day on 5th February in aid of Devon Air Ambulance.
- (vi) Health & Safety/Fire. Mr Thouless has agreed to undertake a written risk assessment.
- (vii) Alcohol Licence. Mr Thouless advised the Committee that small glasses/measures must be made available when holding a bar in the Hall. There should also be a written policy regarding under-age drinking.
- (viii) Church Council have been having difficulties when booking the Hall, with mistakes being made. Secretary to be asked to write to the Caretaker pointing out difficulties have occurred and asking for the bookings diary to be kept up to date and accurate. Draft of the letter to be sent to Mrs Jury.
- (ix) Mr & Mrs Hughes (Church Street Stores) have received our thank you letter for all the help they give the Village Hall over the year. They have also given the Hall some more wine glasses.
- (x) Shopping Bag. Mrs McCulloch still has a dark green shopping bag which was left over from the Christmas Fayre.
- (xi) Side door to main Hall. The Caretaker is finding the door is not always closed properly. Mr Thouless will cover this when doing his Risk Assessment report.
- (xii) School Tables. Before Christmas we were told the School may have some spare tables but when Mr Hutchings contacted the school they had already sent the tables to South Molton recycling.

There being no further business the meeting closed at 9.45 p.m.

Date of Next Meeting 21st February at 7.30 p.m.

Signed.....

Dated.....