

DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No. 300816

MINUTES OF THE COMMITTEE MEETING HELD ON 18th April 2011 AT 7.30 P.M.

1. Present: Mrs S Jury (Chair), Mr G Hutchings, Mr J Lock, Mrs S Turner, Mr N Wood

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

2. Approval of Minutes. Minutes of the meeting on 21st March having been circulated were signed as a correct record on the Proposal of Mr John Lock, seconded Mrs Turner.. Carried
Minutes of the Extraordinary Meeting on 8th April having been circulated, one small amendment made – the shortfall in the grant from CCD/TDC is almost £6,000 not £7,000 as specified in the Minutes. The Minutes were then signed as a correct record on the proposal of Mr Lock and Seconded by Mrs Turner. Carried.

3. Treasurers Report. Copy of the monthly accounts was circulated. The Current Account has a balance of £889, Savings Account £3027, Restoration Fund £32439 – this includes £900 from Pheonix Ladies (letter of thanks has been sent) and profit of £559 from Easter Fayre. No further news on a new Treasurer.

Renewal of Insurance of £771.44 is due – cheque has been sent to Allied Westminster. Secretary to be requested to write to Insurance Company advising them of work we are having done to the Hall with the anticipated start and completion dates (weather permitting) and that we will advise them when work is completed. Also seek their comments/observations.

Annual membership fee of £10 paid to TTVS

Annual membership fee £40 paid to Devon Association of Community Buildings.

4. Matter arising from the Minutes

Hirer's Conditions form – see under Fire Risk Assessment.

5. Fund raising/Grants

(i) Lottery Grant £10,000. Letter received from Lottery confirming grant may be used with cost of roof split into 2 phases, i.e. phase 1, removal of roof, Phase 2 replacement roof installed. Lottery Grant to be used for Phase 2.

(ii) Devon Waste Management £10,950. Funding Agreement has been received. Mr Wood has looked at documents and original has been signed by Mrs Jury and returned to SWEET. We must remember that when claiming this grant SWEET will require copies of invoices, progress/final report and photos by email (before and after shots).

(iii) CCD/TDC Grant application £8729. (£1500 from CCD, £7229 from TDC) – Although we have a letter from CCD dated 17 March 2011 stating TDC will be awarded £7229 towards our project, TDC will now only give us £1500, i.e. matching the funds from CCD. This leaves us with a shortfall from this grant of £5729. Mr Hutchings will provide a précis of the situation and give to Mr Wood to peruse.

(iv) Andy Boyd – Devon County Councillor. Amount unspecified and no further news.

(v) Dolton Parish Council. Following the meeting of 8th April 2011 Mr Hutchings has prepared a grant request for Dolton Parish Council of £8750, i.e. the shortfall in overall cost of the project.

6. Roof/Ceilings & Electrics.

i. Roof. Confirmation has been received from Chris Hodgson Construction Ltd that work will commence on 16th May.

- ii. Ceilings. We understand Building Regulations will be required for the suspended ceilings. Mrs Jury will contact A.Sealey to discuss this aspect.
- iii. Plan to clear the Hall. Caretaker is to ask Mr & Mrs Sargent if we can use their workshop to store tables, chairs, etc. Secretary to please write to School and Pre-School advising them we will be removing their equipment (play items on 14th May. If they wish to remove their equipment themselves they will need to have completed before 14th May, and caretaker contacted. In the letter we will need to place a disclaimer stating we cannot be held responsible for any damage caused. Mrs Jury is contacting all near neighbours advising them of the work. To reiterate, Saturday 14th May is the date for clearing the hall in readiness for work to commence on 16th May.
- iv. Mr Stubbings to be asked to contact all users of the hall during the period 16th May and following 4 weeks – to let them know that the hall will be out of action and apologise for any inconvenience.
- v. Mr Dunn has written an email suggesting the Committee may wish to remove suspended ceiling before work commences, placing tiles on the floor for protection. Committee felt removal of tiles is the work of A.Sealey and if the tiles are placed on the floor this would produce a large amount of dust and debris.

7. Fire Risk Assessment.

The Committee were unanimous in complimenting Mr Thouless for his work on the Assessment. The majority of committee members have read and signed it – those that have yet to see it can sign it at the next meeting they attend. Two matters arise from the Assessment – firstly, we need to ensure the First Aid Kit is regularly checked – suggested caretaker be asked to check this. Secondly, a mobile phone signal is not very good, and local neighbours may not be home in an emergency, then users should be directed to telephone box in the Square.
 Hirer’s Agreement – to be discussed at the next meeting – to be made an agenda item along with the Fire Risk Assessment.

8. Any Other Business

PRS Music Certificate (in foyer) is out of date, it is understood we have a new certificate and it should be placed on the notice board. The Treasurer to be asked if she holds the certificate.
 Fire Extinguishers. Annual checks are now due.
 Active Village Projects – have been advised that the hall is closed from 16th May.
 Next meeting will be 20th June (we will miss May meeting as improvements will have begun and hall closed). AGM This is normally held in May but with the renovations taking place the Committee decided to delay until July. A suggestion was made that this could be turned into an open day to try and encourage new committee members – this to be discussed and decided at the June meeting.
 There being no further business the meeting closed at 9.20 p.m.

Date of Next Meeting 20th June at 7.30 p.m.

Signed.....

Dated.....