

# **DOLTON & DOWLAND VILLAGE HALL COMMITTEE**

**Registered Charity No. 300816**

## **MINUTES OF THE COMMITTEE MEETING HELD ON 20 September 2010 AT 7.30 P.M.**

**1. Present:** Mrs S Jury (Chair), Mrs J Sidey (Sec), Mr S Briggs (V/Chair), Mr N Wood, Mrs S McCulloch, Mr G Hutchings, Mr R Dunn, Mr J Thouless, Adam Hughes.

Apologies were received from: Mrs K Herniman, Mrs S Ashman, Mrs S Turner, Mr J Lock and Mrs R Lock.

**2. Approval of Minutes.** The Minutes of the meeting on 16th August having been duly circulated were signed by the Chairman as a correct record on the proposal of Mr Dunn, seconded by Mr Hutchings. Carried.

**3. Treasurer's Report.** In the absence of the Treasurer copies of the monthly accounts were circulated showing a current account balance of £2611.23 savings account balance of £3025.95, Restoration fund balance of £16431.93, with a cash balance of £67.02. It was noted that the weekly Coffee morning/Mini markets had raised a further £232.26 and Cake Stall £30.46. Mr Thouless asked for an explanation of how the Book balance b/f figure on the monthly accounts was arrived at but in the absence of the Treasurer it was not possible and will have to wait until the next meeting. It was noted that telephone line rental increases in October. Mr Dunn asked what happens to the telephone money from the coin box and this question will also have to be held over until the next meeting.

#### **4. Matters arising from the Minutes.**

i. The Parish Walk and Cream Tea on 29<sup>th</sup> August was a great success in spite of the weather. Difficulties had arisen with heating water quickly enough to make the tea but otherwise had gone according to plan and was much enjoyed by all participants, raising a grand total of £526.25 for the Village Hall Roof fund and £526.25 to Church Funds. A card and box of chocolates had been sent to Mr and Mrs Folland as a small token of thanks from the Committee for all their hard work in organizing the event. Mr Hutchings had thanked all draw prize donors for their support and sent a notice to the Diary. Secretary will send a note of thanks to Mrs Wooddisse for printing and laminating 80 Posters.

ii. The Big Breakfast took place on 18<sup>th</sup> September and it is anticipated that in excess of £350. will have been raised when all the receipts are in and the bills settled. Thanks to all who assisted in any way.

**5. Fund Raising.** Mr Hutchings gave an update on grants saying there is no more news from Devon Waste Management but he can proceed with Entrust now that he has the three quotations. He has also updated the quotes for the work to the ceilings – ITA quoted £7951 + VAT; Macrotech £6776 + VAT and Western Industrial £6102 + VAT. These exclude electrics. Has received an acknowledgement from the Lottery Fund. CCD also have grant money available for Village Halls and it was agreed that a grant should be applied for as soon as possible. The Secretary to update The Leonard Laity Stoate Charity with fund raising undertaken to date in accordance with their rules.

#### **6. Any other business.**

i. It had been noted that a Key Holder had used the Hall for 2 meetings in July without booking through the Caretaker and subsequently no invoice had been raised until the Secretary became aware of the matter and informed the Treasurer. The Chairman has informed the Caretaker of the incident. A reminder that the hall must be booked via the Caretaker has been issued, and a follow-up note to be sent. As it is believed that the First Responders key was used to gain access to the Hall, and as it had already formerly been suggested by Mr Dunn that the Defibrillator be moved out of the kitchen and into the boiler room, and this would also result in First Responders not having access to the Hall itself but only the separate boiler room. This would allow for a workspace from which to safely load/unload the dishwasher and be a great improvement and following the discussion it was agreed that the Defibrillator be moved into the boiler room.

ii. TDC are reviewing their Statement of Licensing Policy online and have requested an email survey response. Secretary will read the draft Policy online and complete the survey. Mr Thouless had tried to obtain a licence on behalf of the Church for the Harvest Supper, at very short notice but it had been left too late. Mr Thouless took away the Licensing file to read up on the subject and would contact the Licensing Officer to try to find out how many Licenses for the Village Hall had been issued this year, and report back.

iii. As part of their cost-cutting the School are now only using the Hall one day per week.

iv. Following a discussion on the hiring of equipment from the Hall for outside events, it was decided that in future no electrical equipment should be for hire due to stringent health and safety policies. Secretary to inform the Caretaker.

v. Kate Howden Jones had given details of entertainment she and her partner put on in Village Halls throughout the country. Samples of their folk singing act can be accessed on line and Mr Dunn will visit their website and report back to the next meeting. Mrs Jury will telephone Filleigh Village Hall to enquire of them what the entertainment was like.

vi. The Beaford Arts Centre had contacted Mrs Jury with details of events for Village Halls and are holding a meeting on 22<sup>nd</sup> September to discuss. Mrs Jury and Mrs Sidey to attend and report back to next meeting.

vii. Adam Hughes, his mother and the family dog have successfully completed their challenging 180 miles fund raising walk of Offa's Dyke and are now busy collecting the sponsorship moneys.

viii. Mr Thouless reported that the date of the St Edmunds Autumn Fair has been changed to 20<sup>th</sup> November.

ix. Mr Hutchings suggested that Eddie Levett and Jean Sandford be invited to attend the October meeting to discuss arrangements for their Rock'n Roll evening with The Atlantics on 3<sup>rd</sup> December. Mr Hutchings had received notification from Torridge Voluntary Services of their AGM but unfortunately no committee member is free to attend. Mr Hutchings also spoke about the CCD Hallmark Scheme for Village Halls which the Secretary had asked him to look into. It was agreed that this is something that would be worth investigating when the roof is done. Mr Hutchings asked if the Caretaker could be asked to make sure that the table-tennis table is put away in the storeroom after each use.

x. Mr Dunn said that the tap in the Gents needs replacing. He was asked to get Rob Wright to attend to this as soon as possible.

xi. The annual Sunday Lunch is booked for 14<sup>th</sup> November and should be an agenda item for next meeting to arrange details.

Date of next meeting is Monday 18<sup>th</sup> October at 7.30 p.m.

There being no further business the meeting closed at 9.30 p.m.

Signed.....

Dated.....