

# **DOLTON & DOWLAND VILLAGE HALL COMMITTEE**

**Registered Charity No. 300816**

## **MINUTES OF THE COMMITTEE MEETING HELD ON 21<sup>st</sup> February 2011 AT 7.30 P.M.**

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

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

**2. Approval of Minutes.** Minutes of the meeting on 17<sup>th</sup> January having been circulated were signed as a correct record on the Proposal of Mr John Lock, seconded by Mrs Ashman. Carried

**3. Treasurers Report.** Copy of the monthly accounts was circulated. The Current Account has a balance of £2007, Savings Account £3026, Restoration Fund £30,976. Following Mrs Herniman's resignation letter at last meeting, a notice to go in the next Dolton & Dowland Diary and ND Journal (Village News) seeking a new treasurer from the next AGM. Secretary to arrange suitable article.

The Caretaker has requested a float to cover cost of various small items - decided to leave until next Treasurer is appointed to seek their view on this subject.

3 New heaters are stored in cupboard in foyer of the Hall.

Clr Lock's grant of £1250 has been received and included in Restoration Account. Secretary has already sent a letter of thanks. In addition a letter of thanks to be sent to the Cavaliers for their donation of £200.

The cost of electricity and oil has risen significantly – the Treasurer to be requested to supply a breakdown of costs for year to date, i.e. from 1/4/10 to February 2011.

The Big Breakfast held on 12/2/11 made a profit of £417 (compared to £387 in Sept. 2010).

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

- (i) Mr Thouless produced a detailed report of our cover with Allied Westminster Insurance- all appears in order and a copy is to be held on file.
- (ii) Boiler. Fast Plumb installed the boiler we need to check to see if Secretary has any details of the Warranty.
- (iii) Football Club Dance. Mr Thouless reported that Rose Lock (Secretary of Football Club) will apply for Licence for bar later in the year for their Annual Dinner Dance.
- (iv) Second-hand books. We have a substantial number of books left over from Fayre and Angela's Air Ambulance Soup Lunch – Committee members to ask if any person in the village would like them.
- (v) Risk Assessment. Mr Thouless has started this project and will try to produce the Assessment before our next meeting. Has already found some fire extinguishers need resiting and a fire exit sign to be moved. This to be an Agenda item for the next meeting.
- (vi) Wine/Beer glasses. Adam Hughes advised that the Shop has some beer glasses which the Village Hall can have.

#### **5. Fund raising/Grants**

(i) CCD/TDC Grant application £8728 (£4364 from CCD, £4364 from TDC) – Mr Hutchings has contacted CCD and they have a committee meeting on 28<sup>th</sup> February when the various grants will be

discussed and recommendations put forward for the board meeting on 16<sup>th</sup> March, so we shall have some news by our next meeting.

(ii) Lottery Grant. Part of the conditions of the Lottery Grant is to advise them if we receive funding from another source. Mr Hutchings wrote to the Lottery regarding the proposed grant of £10950 from Devon Waste Management and received a reply asking for our confirmation that the replacement of the roof can be undertaken within the original budget. Mrs Jury will contact Lottery to discuss way forward, bearing in mind rising costs of the roof.

(iii) Devon Waste Management. For the Funding Agreement to be issued SWEET require the name of the preferred contractor and start and completion date. Mrs Jury will contact Chris Hodgson Construction and Curtis Construction seeking their very best price (We have not received updated quote from TT Buildings). Our preferred contractor will be the one with the best price. The Committee agreed that when we have received Funding Agreement – so that we know full funding for the roof is in place, Mrs Jury can instruct the most competitive contractors to start the work. We will need building regulations to be seen and met before any payments are made and contractor needs to be made aware of this.

(iv) Mr Hutchings and Secretary to liaise and write letter to Mr Boyd seeking a grant towards improvements.

(v) Easter Fayre. Booked for 9<sup>th</sup> April – Angela Chivers taking table bookings.

(vi) Skittle Night. Mrs Jury will look into possibility of holding a Skittles Night; - last one held several years ago.

(vii) Strawberry Tea. Mrs Turner will give this some thought – possibly hold it at Dennis Cross.

(viii) Village Walk. Another walk is in the planning stages – possibly for August 28<sup>th</sup>, held in conjunction with St.Edmunds Church.

(viii) Sunday Lunch. Hall is booked for 13/11/11.

(x) The Atlantics. Band booked, hall booked for Friday 9<sup>th</sup> December.

**6. Roof/Ceilings & Electrics.** A comprehensive specification produced by Mr Dunn regarding electrics and lighting is to be sent to electricians for quotations.

### **7. Any Other Business**

Complaints have been received regarding booking of the hall for the Vision Day and state of the floor in the main hall and also a resident having difficulty in contacting the caretaker to book the Hall. Caretaker will provide an alternative number (his brother's) as an additional contact in future. Various matters arise which the committee feel could be dealt with a lot easier if the caretaker was able to attend our monthly meetings. The idea would be for the caretaker to attend the meeting at 7.30 p.m. and discuss any issues he or we may have, for say 5-10 minutes before the full meeting takes place. Secretary to send a letter to this effect. It was suggested that a copy of Dolton & Dowland Diary detailing events in the Hall to be placed on noticeboard in the porch of the hall with time of the event also inserted. Caretaker to be asked to do this.

Hallmark Scheme. Booklets received. At present time this to be put on back burner until roof, ceiling and electrics are completed.

There being no further business the meeting closed at 9.50 p.m.

Date of Next Meeting 21<sup>st</sup> March at 7.30 p.m.

Signed.....

Dated.....