

DOLTON & DOWLAND VILLAGE HALL COMMITTEE

Registered Charity No. 300816

MINUTES OF THE COMMITTEE MEETING HELD ON 21st March 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, Mrs S.McCulloch

Apologies were received from: Mrs R Lock, Mrs K Herniman (Treasurer) and Mrs J Sidey (Secretary), 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 21st February having been circulated were signed as a correct record on the Proposal of Mr John Thouless, seconded by Mr John Lock. Carried

3. Treasurers Report. Copy of the monthly accounts was circulated. The Current Account has a balance of £2407, Savings Account £3026, Restoration Fund £30,976

- i. No response to article in ND Journal Village News regarding anyone interested in becoming treasurer.
- ii. Oil and electric breakdown still awaited but will shortly be superseded by annual accounts.

4. Matter arising from the Minutes

- (i) Boiler warranty – regrettably no-one can trace warranty document..
- (ii) Second-hand books. to be left until next meeting as we would hope to sell some at the Easter Fayre.
- (iii) Risk Assessment. Mr Thouless has produced a Fire Safety Risk Assessment (which has been seen and amended by Mr Wood and Mr Dunn). This will now be circulated to all committee members to read and sign.

Mr Thouless has also produced a new Hirer's Conditions form which will be discussed at our next meeting when we shall also consider the possibility of a committee member dealing with the bookings and issuing and getting signed the new Hirer's Conditions Form. This to be an Agenda item for the next meeting.

5. Fund raising/Grants

(i) Lottery Grant £10,000, as the cost of replacing the roof now exceeds £25,000 we have spoken to the Lottery (Mrs Jury telephoned) suggesting cost of roof is broken down into two phases. Phase 1 – removal and disposal of existing roof; Phase 2 – new insulated roof to be installed. We have sent a letter to the Big Lottery Fund to this effect and now await their response as to whether this is acceptable to them.

(ii) Devon Waste Management £10,950. As we had to get revised quotes splitting the cost into 2 phases we have not yet informed SWEET of our preferred contractor and start and completion dates. This will now need to be completed so that we can obtain the Funding Agreement.

(iii) CCD/TDC Grant application £8729. (£1500 from CCD, £7229 from TDC) – We have been successful in our application. We need to sign the Form of Acknowledgement and complete the pre grant form.

(iv) Andy Boyd – Devon County Councillor. We have requested a grant – sending in current figures of the cost of the project. At the time of sending our letter we estimated the cost of the electrics to be £12000 (including VAT).

(v) Easter Fayre. 9th April – Pauline Wooddisse has prepared posters. To date only 8/9 tables have been booked. Will put further notice in ND Journal Village News. Committee members to look after the following stalls:-

- Tombola – Mrs Herniman
- Play your cards right – Mr Hutchings
- Cake Stall – Mrs McCulloch
- Book Stall- Mr Briggs and Mr Hughes.

6. Roof/Ceilings & Electrics.

(i) Mr Dunn has received 2 quotes re the electrics, we are still awaiting the third one.
(ii) Long discussion took place regarding appointing a contractor to replace the Hall Roof. Chris Hodgson Engineering Limited was proposed by Mr Dunn, seconded by Mrs Turner and carried unanimously. The reasons being:-

- long established roofing business
- aware firm replaced village hall roofs at Meeth and Parkham
- Mr Dunn has spoken to them and knows they will deal with the necessary Building Regulations
- Mr Dunn knows he will be able to come and check the work as it progresses
- several local residents work for the firm.

Secretary to write to Chris Hodgson Engineering Limited enclosing a copy of our original conditions, and stating the following:-

- Building Regulations to be obtained by the contractor and written confirmation to be received from the local authority that the Regulations have been met before final payment made.
- Regarding removal of asbestos roof sheets, we will require necessary paperwork confirming correct disposal procedures have been following in accordance with HSE Guidance and EA Regulations.
- if possible we would like work to commence on 16th May 2011
- can they confirm in writing that conditions acceptable.

7. Any Other Business

(i) TTVS meeting in Barnstaple on 30th March and training event on 11 April – no-one wishes to attend.

(ii) Emergency Planning Committee – letter received requesting a key to the Hall- it was felt that this was not necessary as 2 Hall Committee members, who hold keys, are also on the Emergency Planning Committee.

There being no further business the meeting closed at 9.35 p.m.

Date of Next Meeting 18th April at 7.30 p.m.

Signed.....

Dated.....

Monday March 21st 2011

Brief notes with caretaker, Mr M Stubbings, prior to the Committee Meeting:-

- Boiler warranty – caretaker does not have any paperwork re' the boiler
- Scouts – last time they used the Hall it was left in quite a mess (toilets unflushed, paint in washbasin and paint on towels).
- No blankets received from residents, so far, despite request in ND Journal
- Fire Extinguishers – will move 2 as requested by Mr Thouless (risk assessment)
- Vision Day – floor was dirty
- Oil – Mr Stubbings advised committee no extra cost involved in having small top ups
- Bookings – Advised Mr Stubbings that only Will Wainwright will book hall for Church events
- Diary Bookings – Mr Stubbings checked diary to see entries for week beginning 16th May as this may be possible start date for replacement of roof.