

**DOLTON & DOWLAND VILLAGE HALL COMMITTEE**  
**Registered Charity No. 300816**

**MINUTES OF MEETING HELD ON 25<sup>th</sup> FEBRUARY 2009**  
**at 7.30 p.m.**

**1. Present:** Mrs S Jury, Chairman, Mrs J. Sidey, Secretary, Mrs K Herniman, Treasurer, Mr R.Dunn, Mr J.Lock, Mr N. Wood Mrs A.Chivers, Mrs L.Peachey, Mr.T.Jones, Mrs S. McCulloch, Mrs S. Turner, Mrs S. Ashman, Adam Hughes.

**Apologies:** Mrs R.Lock and Mr. S.Briggs.

**2. Approval of Minutes.** The Minutes of the meeting held on 28<sup>th</sup> January 2009 having been duly circulated were signed by the Chairman as a correct record.

**3. Matters Arising from the Minutes.**

a) The recently installed kitchen door has been 'signed off' by Building Regulations and the installation of the disabled access door is complete and has been 'signed off' by Building Regulations. However, Mrs Peachey has received a letter from TDC regarding Fire Regulations and after enquiring as to exactly what is required is still awaiting clarification from TDC. In the meantime the Treasurer was asked to check the Fire Insurance Policy to see if any guidance is given regarding complying with Fire Regulations. This matter to be an Agenda item for the next meeting.

b) Framing of Photographs. Mrs McCulloch had got prices from both Hatherleigh and Okehampton framers. Prices were rather similar (either a cheaper frame at £50 or another at £100). After some discussion Mr Lock said he would ask his wife to take the photographs to the Bideford framer to see if this would be a better option.

c) Storeroom Spring Clean. The school had been approached and said that they have a few months ago sorted their equipment and only require storage space for 4 benches, 2 high stools and a mat trolley. After some discussion Mrs Ashman with a colleague will sort the Pre-School equipment to see if any items can be disposed of. When Mrs Ashman lets the Chairman know that this has been done, a working party will be organised to get the store room cleaned and perhaps some extra shelving erected. It is hoped that this will be completed before the next meeting.

d) Damage to chairs and cleaning of chair seats. The Secretary had written to the Group Scout Leader and the Judo Club regarding the 2 broken chairs. Cherrywood have given a price of £112 for steam cleaning of the seats and Emma Simmonds to be asked what she would charge.

e) Foyer ticket cubicle. Mr Sollars has put up shelving and rehung the door so that it opens outwards. He has charged only for the materials used so far - £22.99. Mrs Chivers said that she has already loaded the shelves with books and went on to say that she had 'negotiated' the purchase of a used Library Trolley with Exeter University for the sum of £10. which all present thought a bargain. The trolley can be loaded with books and wheeled into the hall for the Friday coffee morning/mini market for people to swap books.

f) Dishwasher. After some discussion on this subject when it was realised that both re-plumbing and re-wiring of the electrical supply to the kitchen would be necessary Mr Lock proposed, and Mr Wood seconded, that a working party comprising the Chairman, Mr. Dunn, Mrs Chivers and Mrs Turner should undertake a general review of the kitchen and equipment that is needed and draw up a scheme outlining what is needed to bring the kitchen more up to date. All in agreement.

#### **4. Fund Raising**

i. The suggested Easter Fair will be held on 18<sup>th</sup> April. Mrs Chivers has so far had a booking for 1 table. Mrs Peachey was asked to run a Tombola and has requested that other committee members assist in the provision of items as prizes. It was suggested that Mr Briggs and Adam Hughes run a bookstall as they had for the Christmas Fayre. Secretary to advertise the Fair and the children's egg competition and Ladies Easter Bonnet competition in the Diary. Mrs Rose Lock to organise the raffle.

ii. Tony Beard evening. Mr Wood was asked to check with Mr Beard in two weeks time that he would be fit and that the event can go ahead before a further TENS (temporary event notice) is obtained, as this will be required and costs a non-refundable £21 – one having already been obtained for the then postponed event. The Secretary to ask Mrs Wooddisse for a full page advertisement in the April Diary.

iv. Mrs Jury outlined her ideas for the proposed August Bank Holiday event. She had a lot of ideas such as skittles, cricket, dog show, etc. and of course a hog roast. The popular scarecrow competition could run alongside this. Committee members were once again asked to think about how best to organise it and come up with some suggestions. These and any other ideas put forward to be discussed at the next meeting. Mrs Peachey to approach the Dogs Trust to see if they would have any suggestions for a Dog Show,

#### **5. Treasurer's Report.**

Copies of the monthly account were circulated and showed a balance of £3,926.95 in the current account, £3023.87 in the savings account, cash in hand of £67.02 and a restoration fund balance of £8560.28. The Treasurer said that Pre-School have now used up their 'credit', and Mrs Ashman informed the committee that in order to comply with current Government funding regulations for Pre-Schools, because of the low numbers of children at present attending, the Pre-School will have to move to the School for 4 days a week and will only need the village hall for 1 day per week, although they will need to retain storage. While this is not ideal, it will enable the Pre-School to continue to run until the numbers of children increase sufficiently to once again satisfy the Government's funding regulations.

It was reported that the Secretary had written to the persons concerned, regarding the non-cancellation of a booking to the Caretaker, and that the hirer had immediately apologised and paid the invoiced hire charge. A notice will be in the March Diary and have been put up in the Hall pointing out that non-cancellation of a booking will result in being charged the full cost of the hiring and the Treasurer now states this on each invoice.

The Treasurer said that she wished to purchase a memory stick to back up the computerised accounts, and for security, to keep it in the locked filing cabinet. This was felt to be a very good idea and she was asked to purchase a suitable memory stick. She also asked if the committee were happy to pay for a printer ink cartridge once a year, and this too was agreed on the proposal of Mr. Dunn, seconded by Mr Lock.

**6. Caretaker’s job description and contract review**

The Secretary reported that, as instructed, she had written to the Caretaker sending him a copy of the Parish Council’s letter and asking that he attend to their request to open the hall for them, and also to ask him to supply a copy of the job description supplied to him from which he works, for review by the Committee. The Caretaker had not been able to supply a copy of the job description, but had been making sure that the heating in the Hall was on as requested. Mr Dunn had forwarded to the Secretary a Spreadsheet combining the jobs listed on each of the Job Descriptions which had been found in the files. She felt that this would assist everyone in reviewing the matter, and so had made copies which, with Mr Dunn’s permission, were circulated. After running through the list, and a brief discussion by the Committee, it was felt that the way forward was for the Caretaker to be invited to assist in the review, and to this end Mr. Wood proposed that the Chairman, the Secretary and Mr Tom Jones arrange to meet with the Caretaker to informally discuss and review the job description, and to report back to the Committee at the meeting in March. Seconded by Mr Lock with all in agreement.

**7. Any Other Business**

The Chairman has requested 3 estimates for a replacement Boiler and has received 2, and hopes to apply for a grant towards the costs when the third has been received. Due to the lateness of the hour, this and any other business would be left until the next meeting. The Chairman thanked everyone for attending, and closed the meeting at 10.00 p.m.

**8. Date of next meeting. Wednesday 25<sup>th</sup> March 2009 at 7.30 p.m..**

Signed.....

Dated.....