

DOLTON & DOWLAND VILLAGE HALL COMMITTEE
Registered Charity No. 300816

MINUTES OF MEETING HELD ON 25th MARCH 2009
at 7.30 p.m.

1. Present: Mrs S. Jury, Chairman, Mr S. Briggs, Vice Chairman, Mrs J. Sidey, Secretary, Mrs K Herniman, Treasurer, Mr R.Dunn, Mr J.Lock, Mr.T.Jones, Mrs S. McCulloch, Mrs S. Turner, Adam Hughes.

Apologies: Mr N. Wood, Mrs R.Lock, Mrs A.Chivers, Mrs S.Ashman, Mrs Peachey

2. Approval of Minutes. The Minutes of the meeting held on 25th February 2009 having been duly circulated were signed by the Chairman as a correct record on the proposal of Mr Lock, seconded by Mr. Dunn.

3. Treasurer's Report. Copies of the monthly accounts were circulated and showed a balance of £1,826.99 in the current account, £3023.87 in the savings account, cash in hand of £67.02 and a restoration fund balance of £8560.28.

4. Little Bay. Mr Parker attended at 8 p.m. to update the committee as to his proposal for making an entrance to his garden and using the Village Hall driveway for access. Mr Parker had been in touch with Mr Ian Sorensen of Devon Highways who said that as the proposal would not give rise to extra traffic he could see no objection. Mr Parker had also contacted Stones, Solicitors, who had suggested that a Deed of Grant and a one off payment would be preferable to an annual payment which would require a Contract to be drawn up. Roger Berry of Phillips Smith & Dunn, Land Agents and Valuers had given Mr Parker a figure in the region of £2,000 as being a reasonable amount of monies for allowing access and removal of the wall. Mr Parker had also heard from the TDC's Mr Adrian Devereaux, Development Control Planning Officer to whom he had sent a drawing, that he would be unable to support the application as the area forms part of the Conservation Area and said the Conservation Officer has commented that the loss of the wall enclosure and introduction of an area of hardstanding to the front of the property would be detrimental to the Conservation Area, and raised the question of highway safety over the manoeuvrability achievable due to the dimensions of the parking space, but pointing out that the comments are purely officer opinion and are made without prejudice to the outcome of a planning application. Copies of Mr Devereaux's letter and Mr Roger Berry's valuation letter are attached to these Minutes. Mr Parker was thanked for attending and told that this matter would be discussed by the Committee at their next meeting. Mr Parker then left the room. There was a brief discussion on the matter and it was thought that it would be wise at this stage to contact the Charity Commission for their views, since if they were against allowing such access then the matter could not proceed in any event. It was proposed by Mr Lock and seconded by Mr Dunn that the Secretary should write to the Charity Commission for their comments.

5. Matters Arising from the Minutes.

a) Disabled Access Door. The Chairman reported that Mrs Peachey had told her nothing further has been heard from TDC regarding Fire Regulations and the Treasurer has checked with Fire Insurers who informed her that the Village Hall is

fully covered and a fire alarm is not required but had said that if any building work is to be carried out they should be notified in advance.

b) Caretaker's Job Description. The Chairman, Secretary and Mr Jones had met with Mr Stubbings and explained to him the need for the review due to the absence of a list of his caretaking duties in the files and his inability to furnish a copy of that with which he had been issued. The Secretary had prepared a typed sheet outlining Committee responsibilities and Caretaker's responsibilities and duties for Mr Stubbings to see (a copy of which is annexed to these Minutes). Mr Stubbings agreed to assist and the draft job description as discussed at the previous committee meeting was gone through and discussed with him in detail. Mr Stubbings confirmed that he was happy with the Job Description (as annexed hereto) and told that he would be provided with a dated copy of the Job Description subject to the agreement of the Committee. Mr. Stubbings asked if the Committee would be happy for his brother to stand in for him in his absence, regarding bookings, etc. and it was thought this would be satisfactory subject to suitable notices to that effect being displayed. It was proposed by Mr Lock, seconded by Mrs Herniman and unanimously carried that the job description is settled to the satisfaction of the Committee.

c) Storeroom Spring Clean. There was discussion about the contents of the store room, and the need to remove all extraneous and unused items and it was reported that both the school and pre-school had already sorted their equipment. A date of Saturday 25th April, was decided on for emptying out and cleaning the storeroom. As this is a big job it will be necessary for as much help as possible to be available and committee members are asked to attend at 10 a.m. to assist in whatever way they can.

d) Cleaning of Chair Seats. Cherrywood have given a price of £112 for steam cleaning of the seats and Simmons Services have quoted £110. On the proposal of Mr Jones, seconded by Mrs Turner, Simmons Services quote to be accepted and asked to liaise with the Caretaker to carry out the work as soon as possible.

e) Kitchen Refurbishment. Mr Dunn circulated his first draft drawings of his ideas for the refurbishment, and explained how he felt such a scheme would improve the area of working space available, safety and ease of use, etc. There was discussion about the layout, requirement for new electrical work and re-plumbing, the ceiling, and the costs involved, which Mr Dunn thought would be in the region of £30,000, and it was generally agreed that this is a large project which requires a great deal of planning and thought as well as fund raising to find the money to carry it through. The working party comprising the Chairman, Mr. Dunn, Mrs Chivers and Mrs Turner should continue with their general review of the kitchen and equipment that is needed before reporting back to the Committee with their proposals.

f) Framing of Photographs. Mr Lock said that Mrs Lock had not had time to investigate this further but hoped some progress would be made before the next meeting.

g) Boiler replacement. Three quotations have been received. In view of the technical nature of the quotes and the engineering knowledge required to ascertain a suitable new boiler is supplied, the Chairman had passed them to male committee members for assessment. After discussion on the merits of each quote, it was

unanimously agreed that subject to Mr Dunn checking that it is a condensing boiler that has been quoted for, and that sufficient length of wiring for the thermostat to be hung halfway along the length of the main hall has also been quoted for, the lowest estimate, that of Plumbfast, be accepted with a request that the work be carried out as soon as possible.

The Secretary has prepared grant papers for the Chairman to submit to the Parish Council at their meeting next week.

6. Fund Raising

i. The suggested Easter Fair will be held on 18th April. In the absence of Mrs Chivers it was not known how many tables were booked. Mrs Peachey in unable to run the Tombola, and Mrs Herniman suggested that instead of everyone trying to donate suitable prizes, it would be easier and more sensible for an amount of, say, £20, to be spent on purchasing suitable items, and if this could be agreed she would be willing to run it. It was proposed by Mr Lock and seconded by Mrs McCulloch that £25 could be spent on this, and Mrs McCulloch offered to assist Mrs Herniman run the stall. Mr Briggs and Adam Hughes agreed to run a bookstall as they had for the Christmas Fayre. Secretary has asked for an advertisement for the Fair and the children's egg competition and Ladies Easter Bonnet competition in the Diary, and Mrs Wooddisse has designed a suitable poster which should go up as soon as possible. Mrs Rose Lock to organise the raffle but suitable prizes for this are requested. Mrs Turner and Mrs Jury to organise refreshments. Mr Dunn will prepare the sign boards.

ii. Tony Beard evening on 2nd May. It is understood that Mr Beard is fit and the event can proceed although in Mr. Wood's absence this has not been confirmed. The application for the TENS (temporary event notice) is ready to be sent at the appropriate time. The Secretary has asked Mrs Wooddisse for a full page advertisement in the April Diary and to print the tickets. Mr Wood will deal with the posters as already agreed.

iii. August Bank Holiday event. Mrs Peachey had obtained information on running a dog show from the Dog's Trust and also obtained information from Crufts. In view of the lateness of time, this item to be left until next meeting.

7. Any Other Business

The Chairman queried the possibility of changing the thumb lock on the disabled entrance door to lock and key but as this is not possible without contravening the planning permission conditions, it cannot be done. The thumb lock must remain.

A request has been received to hire the hall for weekly 3 hour dog training classes and the Caretaker wanted to know if this was acceptable. After a brief discussion it was unanimously agreed that the hiring is acceptable on condition that the Hall is left in a clean and sanitary condition.

It was reported that diesel oil is being stolen from storage tanks and Mrs Chivers had raised the question with the Secretary as to whether the oil tank could be protected by a wire guard.

After some discussion it was decided that it would not be cost effective as determined thieves would smash the tank and the guard to get the oil.

Mr Dunn raised the question of making a dedicated disabled parking space and a level path to the new disabled access door. It was agreed that this work could be carried out by Mr Lock, Mr Dunn and some additional helpers.

Mr Jones asked what was to be done with the building blocks left over from the recent work. Mr Lock confirmed that these should be returned to Bisley House.

Mrs McCulloch asked if she could hire the floor polisher. Agreed.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 9.50 p.m.

8. Date of next meeting. Wednesday 29th April 2009 at 7.30 p.m..

Signed.....

Dated.....