

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

**MINUTES OF MEETING HELD ON 28<sup>th</sup> JANUARY 2009**  
**at 7.30 p.m.**

**1. Present:** Mrs S Jury, Chairman, Mr S.Briggs, V/Chairman, Mrs J. Sidey, Secretary, Mr R.Dunn, Mr J Lock, Mrs A.Chivers, Mrs L.Peachey, Mr.T.Jones, Mrs S. Ashman, Adam Hughes.

**Apologies:** Mrs K. Herniman, Mrs R.Lock, Mrs S.Turner, Mrs S.McCulloch, Mr C.Burnage, Mrs P. Wooddisse, Mr N. Wood.

The Chairman opened the meeting and welcomed Adam Hughes who wished to attend as a representative for the youth section of the community. Adam was invited to take part in the meeting although as a non-trustee he will not be allowed to vote.

**2. Approval of Minutes.** The Minutes of the meeting held on 26<sup>th</sup> November 2008 having been duly circulated were signed by the Chairman as a correct record.

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

1. Report on Refurbishment.

a) The replacement kitchen door is now installed but has not yet been 'signed off' by Building Regulations and it is hoped that this will be achieved at the same time as the work on the disabled access door.

b) Report on disabled access door. The Chairman reported that a grant of £1291. had been given from the Torridge Community Grant Scheme, and the sum of £1,000 from Councillor Rose Lock's Grant, making a total of £2,291. towards the cost of the door installation. Work started on Monday with the blocking up, plastering and painting of the end door in the store room. The water pipes have been rerouted and the oil tank will be moved to its new location next Monday, 2<sup>nd</sup> February. The new disabled access door will be fitted next Wednesday. Following completion of this work it will be necessary to make the pathway safe and to ensure adequate lighting is available. It was noted that the pothole by the kitchen door has been filled in. Lorraine Peachey reported that she had had to supply extra copies of plans to TDC at their request, which she had dealt with. Regarding suited keys for the doors two new signatories had been requested by Guardian Securities and it was agreed that Susan Jury and Lorraine Peachey should be the signatories. After a short discussion it was agreed that two large rubber mats would be required; 1 for new disabled entrance, and also 1 for the side entrance door. Angela Chivers to make enquiries as to suppliers and prices.

c) Wiring for heater in Ladies toilet. Mr Dunn was thanked for his good work in completing this, and after a short discussion on the need for a warm water supply to the washbasin, he said he would contact Mr Brian Bunn to quote for installing a suitable water heater for the washbasin. Mrs Chivers said that there is sufficient money in the Soup Kitchen funds to pay for this work.

d) Framing of Photographs. Mrs McCulloch had sent a report that the Hatherleigh Framer's prices were rather expensive (either a cheaper frame at £50 or another at £100) and so she was enquiring in Okehampton. It was suggested that a price should be obtained from the Bideford framer also, to see what is the better option.

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

i. Christmas Fayre. A profit of £595.78 was made, and the event was considered to have gone extremely well, was well attended and had a nice atmosphere. Everyone was thanked for their efforts. The Chairman suggested an Easter Fair should be held and after some discussion a date of 18<sup>th</sup> April was suggested, subject to the availability of the Hall. Mrs Chivers agreed to try to sell tables. Mrs Wooddisse had suggested an Easter decorated hard boiled egg competition for children and after some discussion an Easter Bonnet competition for ladies was also suggested, both to take place at the Easter Fair.

ii. Tony Beard evening. Mr Wood had reported that he has been in touch with Mr Beard who has confirmed a date of 2<sup>nd</sup> May at 7.30 p.m. and the Chairman had booked the Hall. Mr. Wood had requested the use of the PA system for the event, and that it would be readily operable by someone on the stage or floor. Mr Dunn confirmed this was OK. Mr Wood had negotiated a slightly longer programme for £200 (the original quote being £150) and said he is willing to contribute the difference if necessary. There is to be an hour's talk before the buffet and a 40 min. cabaret afterwards. The Chairman thanked Mr Wood for agreeing to pay for the extra time. A temporary event notice will be required.

iii. Whist Drive. Mr Jones was asked if he had been able to find out any information on running a whist drive. He had not had any success so far. It was suggested that Mrs Wooddisse be asked to put a notice in the next edition of the Diary to see if anyone local knew how to do so.

iv. Mrs Jury said that she had seen in previous Minutes that an August Bank Holiday event had been suggested as a possibility. Committee members were asked to think about it and come up with some suggestions. Mrs Jury said that due to an important personal event clashing with the Horticultural Show this year she would not be available to do a Hog Roast or Cricket Match this year, so thought that a Bank Holiday event was a good idea. 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. These and any other ideas put forward to be discussed at the next meeting when people had had chance to think about it.

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

Mrs Herniman being unwell, copies of the December and January accounts had been circulated together with the account for the Christmas Fayre. A balance of £2597.76 was in the current account in December, £3023.87 in the Savings Account, £67.02 in cash and £8560.28 in the Restoration fund account. The Christmas Fayre, as already recorded, showed a profit of £595.78 and a total of £252.66 was made by the Coffee morning/Mini market for the months of Dec/Jan. In January current account balance was £1921.53, Savings Account £3023.87, Cash in hand £67.02 and Restoration fund £8560.28.

The Treasurer, by a note read out to the meeting, had enquired if there is a policy for invoices that have been returned to her unpaid, saying that the invoice was returned as the

Hall had not been used. At the end of each month Mr Stubbings passes to the Treasurer a list of who has used the hall and when. She then issues invoices according to that list. After discussing this with Mr Stubbings he had confirmed to her that the bookings had not been cancelled by the hirers, and therefore as far as he was concerned, the hall was booked. The Treasurer felt that if the Caretaker is not informed that the person or group are not using the hall on the day they say they are, they should still pay the hire charge. After a short discussion, it was proposed by Mr Lock and seconded by Mrs Peachey that the Secretary should write to the persons concerned, pointing out that non-cancellation of the booking to the Caretaker meant that the hirer was responsible for paying the hire charge as it was not possible to let the Hall to another person who might require it as to all intents and purposes it was already booked and the invoices to be sent back to the respective parties with a request for immediate payment. Unanimously carried.

## **6. Caretaker's job description and contract review**

The Chairman said it had been several years since this was reviewed and that two different but undated job descriptions had been found on file. Photocopies of each had been prepared so that each committee member could see for themselves the various duties listed, some of which she felt could sensibly be dispensed with, and some which she felt should be described more clearly. The caretaker is currently paid £225 per month on a self-employed basis.

The Secretary read out a letter received from the Parish Council, giving dates for hiring the hall and asking for the caretaker to open the hall just before those Parish Council meetings/surgeries and to turn the heating on so that the hall is warm for the meetings. It was reported that a Parish Councillor had had to hold a surgery in her car as the hall was locked and she was unable to gain access. The Secretary was asked to write 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.

Following further discussion, the generally held opinion of the committee members present was that the daily security of the hall, and the locking and unlocking for hirers, was a prime duty of the caretaker to ensure that hall users left the hall and its equipment in an undamaged and secure condition. The number of key holders has risen considerably, with the caretaker only recently requesting Mrs Peachey to purchase more keys, but he had not approached the Chairman about this directly. Nor had the caretaker informed the Chairman directly that "the Boiler is worn out – the baffles have gone". If hirers are simply being given keys to the hall by the caretaker is hall security being compromised? Committee members were asked to think about whether the two job descriptions and the pay level, suited current requirements. This subject to be an agenda item for the next meeting.

## **7. Any Other Business**

i. Store Room Spring Clean. With the blocking up of the rear door the store room now needs to be emptied out and the floor cleaned. It will be a good opportunity for the School and Pre-school and Village Hall Committee to sort equipment and dispose of any out of date or unwanted/unused items and to perhaps have extra shelving installed. The Secretary was asked to write to the School on this subject, and Mrs Ashman being present agreed that the Pre-school will assist.

ii. The Chairman had received a letter of resignation from Mrs Wooddisse. Many sentiments of regrets were voiced in view of all the hard work in administration, fund raising activities, coffee mornings/mini-markets and general support in the running of the Village Hall that Mrs Wooddisse has provided. The Secretary was asked to write a letter thanking her for everything she has done and it was agreed that a floral gift, to be paid for by the Committee personally, should be sent to Mrs Wooddisse as a mark of respect and appreciation for all her good work. The Chairman volunteered to deal with this.

iii. Mrs Chivers said that she had 8 boxes of books in her house and has been selling, swapping books at the Friday mini-market with some success. She asked if the books could be stored in the Foyer ticket cubicle, which is unused, but it would require the split door to be replaced with a door to open outwards and some additional shelving. It was agreed that a local carpenter could be approached to see what is possible. Mrs Chivers also asked if a catering style dishwasher could be provided for the kitchen as this would be a more hygienic and efficient method of washing-up crockery after events. It was agreed that Mrs Chivers could investigate suppliers and pricing to see what is involved. Mrs Chivers also said that Mr and Mrs Wood of Stafford Way had donated a Combination Microwave/Fan Oven which is now in place in the Kitchen. The Secretary was asked to write a letter of thanks.

iv. Mrs Peachey gave her verbal resignation as representative of the Youth Committee. Due to unforeseen but pressing personal reasons, together with pressure of work, and the lack of meetings held by the Youth Committee, she feels she cannot continue. Mrs Peachey was thanked for her work in pushing through the planning application on time for the disabled access door, as well as her support in fund-raising activities, etc. and she has been an asset to the Committee. Mr Lock suggested that perhaps when things settle down for her she will consider continuing as a Co-opted member.

v. Mr Jones mentioned the dirty state of the chairs in the hall, and it was noted that one chair has been broken and is unusable. It was agreed that the chairs required steam cleaning and Mrs Ashman volunteered to get a price for cleaning from Cherrywood who had cleaned them last year. This to be an agenda item for next meeting.

vi. The Chairman thought that since it is some time since a Parish Council Grant was received consideration should be given to applying to the Parish Council for a Grant this year.

**8. Date of next meeting. Wednesday 25<sup>th</sup> February 2009.**

There being no further business, the Chairman thanked everyone for attending, and closed the meeting at 9.30 p.m.

Signed.....

Dated.....