

DOLTON & DOWLAND VILLAGE HALL
Registered Charity No. 300816

MINUTES OF THE COMMITTEE MEETING OF 28TH OCTOBER 2009
AT 7.30 P.M.

1. **Present:** Mr. S.Briggs, V/Chairman, Mrs J.Sidey, Secretary, Mrs K Herniman, Treasurer, Mr.R.Dunn, Mr.G.Hutchings, Mrs S. Turner, Mr N. Wood
Apologies: Mrs S.Jury, Mr and Mrs Lock, Mrs S McCulloch, Adam Hughes

The meeting was chaired by the Vice Chairman, Mr S.Briggs in the absence of Mrs Jury . The Secretary had received a letter of resignation from Mr. Jones, representative for the Horticultural Society and also received a letter from the Hon.Sec. of the Horticultural Society nominating Mr Graham Hutchings as representative of that Society. It was proposed by Mr Wood, seconded by Mr Dunn and unanimously carried that Mr Hutchings is a representative member for the Horticultural Society and Mr Hutchings duly signed the register.

2. **Approval of Minutes.** The Minutes of the meeting held on 30th September having been duly circulated were signed by the Chairman as a correct record on the proposal of Mr. Dunn seconded by Mrs Turner.
3. **Treasurer's Report.** The Treasurer circulated copies of the monthly accounts showing a current account balance of £5374.29 savings account balance of £3025.20, and Restoration fund £8564.49. £48.is still owing for September from the Dog Training Club and a letter requesting payment has been sent. £327.99 is due for this month for various hirings. A donation of £100.has been received from Mr Eddie Longhorn of West Lane towards the restoration fund in response to the Fund Raising letter and a letter of thanks sent by the Secretary. The Treasurer had received documents from the Valuation Office which were to be held on file.
4. **Matters arising from the Minutes.**
- i) **Kitchen refurbishment.** Mr Dunn has received quotations for the electrical works for the installation of dishwasher from DS Electrical for £997.20 + Vat of £149.58 (£1146.78) and Torridge Electrical for £1427.55 + VAT £214.13 (£1641.68) but has not received any response from Roy Graham Electrics. There was a short discussion on the necessity to get this work put in hand as soon as possible and it was proposed by Mr Wood that subject to getting a fixed start date for this work to be carried out, that the quote from DS Electrical be accepted. The proposition was seconded by Mrs Herniman and unanimously carried. Mr Dunn to fix the start date with DS Electrical and to inform the Secretary so that the quotation can be accepted before 2nd November,the expiry date for the quotation.
- ii) **Ceilings and general improvements.** Mr Briggs gave a short update and circulated the Project Costs for the renewal of the existing suspended ceilings in the Hall which is annexed to these Minutes. There was a short discussion about lighting, stage lighting, curtains being rehung etc. and the necessity to acquire the funds for this work.
- iii) **Oil Tank Shut-Off Valve.** Mr Dunn has not had time to contact the plumber about the matter of fire safety cut off valve between the boiler and oil tank but will endeavour to do so before the next meeting..
- iv) **Licensing Compliance.** The Secretary reported a letter had been received confirming that the Hall is now compliant following the Fire Regulations policy, Hiring Regulations policy, etc. which are now in place.

5. Fund Raising.

The Secretary read out two letters which had been received in response to the letter sent out about fund raising for the improvements to the ceilings and kitchen suggesting that the Village Hall Committee approach the Parish Council for the necessary funds to come from the £70,000 received from the developers of Orchard Gate phase II. The Secretary was asked to acknowledge the two letters thanking the writers for their suggestion which will be considered together with all other fund raising ideas submitted. A short discussion took place on the need for effort by the community to be seen in order to qualify for grant aid and it was noted that the Parish Council had recently paid for a new central heating boiler for the Hall as well as providing generous grant assistance towards other works already carried out. Several ideas for fund raising activities have been received so far and a generous donation of £100 from Mr Longhorn. Among ideas submitted so far are a sponsored dog walk, an Antiques roadshow/valuation type event, a family games night, a Parish walk, a steam/traction engine show, a 50/50 Auction. Mr Hutchings and the Secretary are preparing grant applications to a number of charitable organisations.

November Sunday Lunch 15th November. There was a short discussion on this and Mr Dunn and Mr Hutchings would each supply a sack of potatoes, Mrs McCulloch would supply swede. Mrs Chivers will do Apple Sauce, Mrs Herniman and Mrs Ashman will peel potatoes as last year. Mr Wood will supply a bottle of whisky as a raffle prize but others will be required. Mrs Turner will do gravy and Yorkshire puddings. Mrs Turner will organize waitresses. It was agreed that if the Hall is available the day before the event tables and chairs, decorations, etc. will be set out then. Mr Dunn will put advertising boards out as soon as the Carnival is over.

Christmas Fair.

Mr Briggs confirmed that he will do a bookstall, Mrs Herniman will run the tombola, Mrs Chivers has bookings for various tables and will provide a cake for Guess the Weight. Mrs Wooddisse is preparing posters. Mrs Turner and Mrs Jury will do refreshments.

Mrs Turner reported that from the 1st Friday in November a cake stall will be available once a month at the weekly Mini Market/Coffee Morning for the restoration funds.

6. Any Other Business.

- i. Mr Dunn reported a broken cast iron drain cover which he had temporarily made safe. A new drain cover will be required as soon as possible.
- ii. Mr Hutchings described the activities of Torridge Voluntary Services who for a fee of £5. will give a variety of advice on applying for grants, check applications, etc. He proposed that we join the association, seconded by Mrs Sidey, and unanimously carried.
- iii. Mrs Turner enquired about the missing anti-surge plug and Mr Dunn said he would speak to Mr Alan Jones about its return or replacement.

There being no further business, the meeting was closed at 9.15 p.m.

Date of next meeting: Wednesday 25th November at 7.30 p.m.

Signed.....

Dated.....