

DOLTON & DOWLAND VILLAGE HALL
Registered Charity No. 300816

MINUTES OF THE COMMITTEE MEETING OF 29TH JULY 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.T.Jones, Mr J. Lock, Mrs S. Turner, Mrs S.McCulloch
Apologies: Mrs S.Jury, Mrs. R. Lock, Adam Hughes.

In the absence of the Chairman, the meeting was chaired by the Vice Chairman, Mr S.Briggs who on behalf of the whole Committee sent his best wishes to Mr Jury for a speedy recovery to good health.

2. **Approval of Minutes.** The Minutes of the meeting held on 24th June having been duly circulated were signed by the Chairman as a correct record on the proposal of Mr. Dunn seconded by Mr. Jones following correction of the phrase 'Mr Dunn will replace a lamp in the emergency light' to 'Mr Dunn replaced the emergency light'.

3. **Treasurer's Report.** The Treasurer circulated copies of the monthly accounts showing a current account balance of £4605.22, savings account balance of £3024.58, and Restoration fund £8562.24. £70. is still owing for this month from the Dog Training Club, Football Club and Carnival Club but this is expected to be received shortly.

4. **Matters arising from the Minutes.**

i) **Kitchen refurbishment.** Mr Dunn is drawing up a specification for the dishwasher prior to getting quotations for the supply and installation but due to work pressure has not had time to complete this.

ii) **Ceilings and general improvements.** Mr Briggs has contacted ceiling installers and obtained ball park figures of £15-20 sq.m. for suitable lining tiles and obtained samples for the committee to see from Macro Tech who specialise in such work. He invited discussion on what committee members thought would be required. A general discussion took place on the different ways the ceiling height could be increased and whether simply lining the ceiling with suitable insulation and plasterboard or with tiles would be best. Replacement lighting was also discussed and Mr Briggs asked members to think through and write on a sheet of paper their ideas of what will be required for consideration at the next meeting. It should be remembered that a Grant application to CCD needs to be made before the end of November and specification and quotations obtained before then from suitable specialist firms. There was a short discussion on how the funds should be obtained and the necessity to look for grant funding from other sources in addition to CCD.

iii) **Framing of Photographs.** Mr Lock confirmed that the framing is complete and awaiting collection from the framers.

iv) **Oil Tank Pipework.** Mr Jones has temporarily protected the oil tank pipes by placing blocks around them to prevent damage until a more permanent solution is found. Mr Dunn will contact plumber about the matter of the pipe and the checking of fire safety cut off valve between the boiler and oil tank.

v) **User Group Representatives on Committee.** The Secretary reported that she had written to groups who did not have representatives on the Hall Committee and so far had only had 1 response to her letters (from Scout Group). It is hoped that there will be more response when groups have had time to meet and to discuss the matter. The Secretary read out an email received from Mr Burnage

to whom she had written as a Member of the Youth Committee and Football Club but his reply was ambiguous and did not reply to the actual question asked as to whether he remained as a sitting Committee Member for the Village Hall other than saying he had stepped down as Chairman of the Football Club and Youth Committee due to pressure of other commitments. It is therefore assumed that he will no longer be a representative for either on the Hall Committee. However, he did ask the Village Hall Committee to support the work of 'The Dolton Vision' team and to note 14 September Meeting at 7 p.m. which David Brown will be talking about the School & Community Hall, Leisure, Employment & Housing Scheme at High Bickington.

5. Fund Raising.

Scarecrow Competition and Hanging Basket Competition – 31st August. The arrangements are in place and entry forms available so nothing further is necessary at this time although it will be necessary for a short meeting to take place in mid-August to settle the final details regarding the Cream Teas and helpers. After a short discussion it was agreed on 19th August for a short meeting to discuss this and also to start arrangements for the November Sunday Lunch.

November Sunday Lunch (8th November). The Secretary reported that the Mrs Jury has booked the Hog Roaster for the day, as last year, but pointed out that Mr Jury would not be sufficiently recovered from surgery to operate the roaster and asked for a volunteer to take his place and let Mrs Jury know at the 19th August meeting.

Christmas Fair. The Secretary has provisionally booked the Hall for 5th December for this event, the usual week although it had been noticed that the St.Peters Church Christmas Concert takes place on the same date. It was agreed that this date should be confirmed as it is the usual date and it is anticipated that the Concert will be an evening event. The Treasurer asked if committee members would start to obtain any suitable small prizes for the Tombola that they might see as this is very popular and many items are required.

6. Policy regarding User Groups as Keyholders. The Secretary reported that a Key to the Hall had been handed by a person moving away from the village to a person living in Broadwoodkelly who wishes to become a member of a user group starting in September, instead of returning the key to the Caretaker. As the keys are very expensive to replace (in the region of £20+) and the loss of a key would require the replacement of all the door locks it was agreed that the policy regarding keyholders needs to be revised. A short discussion took place in which it was considered whether all keyholders should be required to pay a returnable deposit for each key held. This was thought to be a good idea but difficult to put in place retrospectively, and needs more thought, but could perhaps be the policy in the future. The Secretary was asked to contact all key holders explaining the situation to gauge their response, to write to the person in Broadwoodkelly for the return of the key, and to inform the Caretaker of the proposed new Policy and ask him for an up-to-date list of keyholders and get signatures of current keyholders. All in favour.

7. Any Other Business.

- a. Mr Jones reported that he had not obtained a replacement lock for the door to the alley behind the Hall as the door has been closed since the previous meeting. If the problem recurs he will obtain and fit a padlock.
- b. Mr. Dunn has repaired the Urn but reported that no further repairs will be possible and a new Urn will be required.
- c. Mrs Turner reported that the Anti-surge plug used on the media system had been removed from the Hall following a recent 'Disco'. Mr Alan Jones thought it must have gone to Braunton with equipment he had returned and would enquire. Mr. Dunn would chase up the matter with Mr. Jones.

There being no further business, the meeting was closed at 9 p.m.

Date of next meeting: 30th September at 7.30 p.m.

Signed.....

Dated.....