

DOLTON & DOWLAND VILLAGE HALL COMMITTEE
Registered Charity No. 300816

MINUTES OF MEETING HELD ON 29th OCTOBER 2008.

Present: Mrs Susan Jury, Chairman, Mr Stan Briggs Vice-Chairman, Mrs Karen Herniman, Treasurer, Mrs Jeanette Sidey, Secretary, Mrs Angela Chivers, Mrs Susan Turner, Mrs Lorraine Peachey, Mrs Shirley McCulloch, Mr Tom Jones, Mrs Sarah Ashman, Mrs Pauline Wooddisse, Mr John Lock, Mr Roger Dunn, Mr Nick Wood.

Apologies: Mrs Rose Lock

1. Approval of Minutes. The Minutes of the meeting held on 24th September 2008 having been duly circulated were signed by the Chairman as being a true and correct record.

2. Matters arising from the Minutes:

a) Fund Raising.

1. The Tony Beard evening. This event will now take place in 2009 although it was reported that Mr Beard had not yet been contacted to set a date. Mr Wood to obtain fresh dates when he will be available from Mr. Beard before the November Committee Meeting, if possible.

2. Sunday Lunch, 9th November.

The Chairman reported that tickets are selling but slowly at the moment and it was expected that sales will improve after the Carnival has taken place. Mrs Jury then went through the arrangements already in hand, and asked for volunteers to peel the potatoes which Mr Jones was supplying. Mrs Ashman and Mrs Herniman agreed to undertake this task. Mrs Jury said that so far she has one Draw prize donated by Mrs Sidey and reminded Mr Wood that he had promised some bottles, and that other prizes would be required.

b) Regarding the heating system battery control being fitted with replacement larger buttons, Mr Dunn said that having recently changed his job, due to pressure of work and training courses he will not have time in future to undertake all the electrical work in the Hall, and it would be necessary for another electrician to be used. After some discussion on this Mrs Herniman offered to contact Fast Plumb Ltd and the Hall Caretaker and ask him to liaise with Fast Plumb in order to get this work attended to as soon as possible.

c) Mrs Turner was asked if B.G.Electricals would please supply an anti-surge plug for the Music System, and she said she would deal with this.

d) Delegation of Duties.

The Chairman said that she was finding it difficult to find the time to deal with the day to day details involved in the running, improvements to and maintenance of the Village Hall and wished to delegate some of the responsibilities to other members of the Committee.

Posters and Tickets- Mrs Wooddisse and/or Mrs Sidey

Licence for Bars – Mr Wood ?

Catering – Mrs Turner

Draws – ?

Christmas & Easter Fayres – selling of tables.

Mrs Chivers has done this for the Christmas Fayre on 6th December, but does not wish to continue in future.

Maintenance – Mr Dunn said he would deal with this and was given a key to the Hall.

e) Refurbishment.

Proposed Disabled Entrance Door. The Secretary read out a letter and quotation Mrs Jury had received from Mr Marsland following her meeting with him as recorded in the September Minutes. There was a long discussion on Mr Marsland's quotation which was considered to be too expensive considering that he had already on a previous occasion been well paid for producing plans which it was considered he would simply use again, and the Committee would in effect be paying him twice for much of the same work. Mrs Jury reported that Mrs Peachey was confident that she could liaise with TDC and herself produce/draw whatever plans and drawings they required. Mrs Peachey then explained the steps she has taken with the Planning Department at TDC, and their requirements and it was agreed that Mrs Peachey should proceed with the necessary applications as no problems were expected. A quote of £399.50 to move the oil tank, which included all the work involved has been received from Oil Facilities Ltd. which is considered very reasonable, and a quotation for £533. has been received from Mr Paul Middleton for the work involved in blocking up the existing external door to the storage room. Mrs Jury reported that Mr Silltow has offered to supply free of charge the blocks required for this work as he had some remaining from the recent work at Bisley House. A quotation for £1030 had been received from Team Windows for the new access doors and Mrs Peachey explained how the door will work and that there will be ample space for a large scooter to pass through it. Mrs Wooddisse then asked if the existing wooden kitchen door is to be replaced and there was discussion on this and whether it should be dealt with at the same time as the new disabled access. Mrs Peachey left the room while this aspect was discussed and on her return was asked if Team Windows will supply a quote for a replacement door, with fixed panel below and glass in upper panel, to match as closely as possible the existing doors to the Hall. After much further discussion, it was proposed by Mr Wood and seconded by Mr Lock that the Chairman and Vice Chairman are given delegated power to make the necessary decisions on this matter in order to push the matter forward with regard to obtaining necessary permissions, grant applications etc. All in agreement, and the proposal carried.

As previously Minuted, the heater is in place in the ladies cloakroom but not yet connected. There was discussion on the water heater and getting a time switch fitted so that it can be set so that warm water is available for the Pre-School, and Mr Dunn offered to ask Mr Levett if this would be a job he would do for the Committee, although officially he has now retired.

f) Pre-School.

The Big Breakfast event went very well indeed and raised £366.73 for Pre-School funds, providing 93 hours of Pre-School time in the Hall. After a short discussion the Treasurer was asked to send an appropriate Invoice to the Pre-School to keep the financial records straight. Mrs Ashman, on behalf of the Pre-School, thanked the Committee for their assistance, and reported that the retiring Treasurer had, at last, provided the Accounts.

g) Ceiling Leak.

The Chairman reported that she had asked for 3 quotations for repairing the leak in the ceiling of store room but had not had any responses. Meanwhile, Mr Paul Middleton, who on looking to see what was causing the leak, had repaired it, so the problem was solved.

h) A filing cabinet has been purchased at a cost of £20, which sum, being the amount won by Mrs Chivers as winner of the Scarecrow competition, was donated by her, for which she was gratefully thanked.

i) 6th December Christmas Fayre.

Mrs Jury and Mrs Turner to organise the catering for the refreshments.

Mrs Chivers said that after spending a great deal of time telephoning around, most tables were now sold, but it had been a difficult task. However, Shane Wadland was not doing a book stall this year, and Mr Briggs was asked, and agreed, to run a Book Stall. Mrs Chivers had arranged with the Fair Trade Shop in Barnstaple for a Fair Trade Stall which would be run by herself and Mrs Sidey.

Mrs Chivers went on to suggest that at the moment events such as the Big Breakfast and Sunday Lunches seem to be popular and make a good profit so perhaps next year some thought could be given to doing a Christmas Lunch instead of a Christmas Fayre.

3. Treasurer's Report. Mrs Herniman circulated copies of the monthly report for October. Current Account balance of £2512.40, Savings Account Balance of £3016.38, Restoration fund balance of £8536.14. Mrs Herniman also circulated copy of the Big Breakfast report which showed a profit of £366.73, which would pay for Pre-School Storage charges for October, November and December, and 93 hours of Hall usage. The Treasurer said that she had received an invoice for repairing the wall from Mr. Standen. After a short discussion it was agreed that the Village Hall Committee should pay the invoice in order not to keep Mr Standen waiting for payment and an invoice be raised by the Treasurer for settlement by Mr Neal.

4. Any other business

The Chairman has received a letter from Mr & Mrs Parker of Little Bay asking if they could knock a hole in the wall from their gate to the end of the trellis in order to allow them to park their car in their garden. There was discussion about this and the general feeling of the meeting was that this should not be allowed but after consideration it was decided that this required further thought and should be discussed more fully at the next meeting. Mr Wood offered to draft a suitable letter for the Secretary to send to Mr and Mrs Parker, which offer was gratefully accepted.

The Chairman said that she had heard that there is a rumour being circulated that the Village Hall is moving to the Football field and since the Football field is owned by the Parish Council they should be told of this.

Two large photographs have been donated to the Hall. They will need to be suitably framed for display in the Hall.

4. Date of next meeting. The next meeting will be held on Wednesday 26th November at 7.30 p.m.

There being no further business, the Chairman thanked those present for their attendance and closed the meeting at 10.15 p.m..

Signed.....

Dated.....