

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

**MINUTES OF MEETING HELD ON 30<sup>TH</sup> JULY 2008.**

Present: Mrs Susan Jury, Chair, Mrs Angela Chivers, Mrs Susan Turner, Mrs Pauline Wooddisse, Mrs Karen Herniman, Mrs Jeanette Sidey, Mr Stan Briggs, Mr Tom Jones, Mr Nick Wood, Mr. Roger Dunn.

Apologies: Mrs Shirley McCulloch, Mr Clive Burnage, Mr John and Mrs Rose Lock  
Mr Gary Peachey and Mrs Sarah Ashman (Pre-School Rep).

**1. Approval of Minutes.** The Minutes of the meeting held on 25<sup>th</sup> June 2008 having been duly circulated were signed by the Chair as being a true and correct record.

**2. Matters arising from the Minutes:**

a) Parking – Little Bay Cottage. The matter had been discussed with the owners who now understood the situation and apologised for having caused any concern.

b) Smoke Bucket. A smoke bucket for people to dispose of cigarette butts outside the Hall has been purchased at a cost of £25. There was some discussion as to its most appropriate positioning and Roger Dunn very kindly volunteered to fix the receptacle in the chosen position, for which he was thanked.

c) Bisley House – the work at Bisley House is ongoing and should be nearing completion. No problems are foreseen at this time.

d) Fund Raising.

i. Tony Beard fund raising event. Mr Wood circulated copies of a revised poster, and after discussion on costings it was agreed that the ticket price should be set at £8 for adults and £4 for children under 12. Mrs Wooddisse agreed to print 150 adult tickets and 27 for children. It was agreed that the Posters should be displayed from the week before 13<sup>th</sup> September (Mr Wood), and the event should also be advertised in the Bideford Gazette and in the Torrington 'the Crier' (Mrs Sidey). Mrs Wooddisse was asked to obtain the Licence for the Bar, and Mrs Jury to ask Church Street Stores if they would supply drinks on a sale or return basis. Mrs Jury will obtain pint cups/beakers. After discussion it was agreed that the buffet should consist of finger food, and that tea and coffee should be available. Mrs Turner volunteered to organise the food for the buffet. Mrs Chivers and Mrs Lock to do a raffle – donated prizes were requested. Mrs Wooddisse to check the tickets at the door. Mr Dunn with helpers to arrange the seating and tables depending on the number of tickets sold and space available.

ii. Scarecrow Competition. All arrangements are in hand. Posters are up and entry forms out. Mrs Peachey had arranged for Karen of Lantern Radio to do the judging on 30<sup>th</sup> August. Prizes to be £20 for 1<sup>st</sup> place, £15 for 2<sup>nd</sup> and £10 for 3<sup>rd</sup>. Mrs Wooddisse volunteered to make up any shortfall.

iii. Cricket match – Flower Show day. Arrangements are in hand but Draw Prizes will be required. Mr Dunn agreed to sell the tickets and will ask Mrs Peachey to assist. 7 tables will be required and 20 chairs. Mr Don Jones to be asked to take the tables and chairs down on his trailer before Thursday evening after which it will not be possible to access the Hall as the Flower Show will be setting up.

iv. Skittles Tournament. This will be arranged for next year.

v. Music Workshop. This is all in hand and has been organised by Mrs Wooddisse.

e) Refurbishment - No update is available at this time although Mr Burnage has arranged to meet Mr Marsland. There was some discussion on the necessity for the drawings and application for the disabled entrance door soon to be submitted and approved otherwise it would not be possible to try to obtain a grant before the closing date for this round of grants in November. Mr Dunn reported that the heater is in place in the ladies cloakroom but

not yet connected and he is also looking into obtaining a water heater and hopes to have the work completed by the end of the summer.

f) Bouncy Castles – Mr Wood was asked to draft a suitable disclaimer notice for the use of this equipment in the Hall in the absence of suitable insurance cover for any injuries sustained.

g) Caretaker. Mrs Jury has now received the archive papers for the Village Hall from the previous Chairman and will go through them to try to find a job description for the caretakers duties as no-one on the Committee knows what his responsibilities are. Mrs Wooddisse reported that the caretaker has been experiencing difficulties in obtaining suitable cleaning supplies from Bowdens. A catalogue has been obtained from Devon County Supplies and a bulk order submitted. Ordering in bulk perhaps twice a year should be cheaper than a monthly order from Bowdens.

h) Keys to the Hall. A response to the Parish Council's letter to previous "1<sup>st</sup> Responders" regarding return of the keys which the Parish Clerk had emailed to the Secretary was read out. One key has been returned. After some discussion Mrs Sidey was asked to contact Mr Richard Oaten to ask him if he would be so kind as to let us know which members of his group currently hold keys to the Village Hall.

i) Mrs Sidey reported that she had written a letter of thanks to Mr and Mrs Teale as requested.

**3. Treasurer's Report.** Mrs Herniman presented the monthly report a copy of which is attached to these minutes– Current Account balance of £1899.19, Savings Account Balance of £2987.39, Restoration fund balance of £8213.80

#### 4. Any other business

Mrs Jury enquired if Mr Wood knew if there is a necessity for details of resignations of signatories to the Declaration of Acceptance to be notified to the Charity Commission. Mr Woods advised that the Charity Commission took a soft handle approach to this and as long as the details are Minuted, are generally satisfied. Mrs Wooddisse commented that the Charity Commission are updated each December as a matter of course.

**5. Date of next meeting.** No meeting is held in the month of August. The next meeting will be held on Wednesday 24<sup>th</sup> September at 7.30 p.m.

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

Signed.....

Dated.....