

**Dolton & Dowland  
Village Hall Committee**  
Registered Charity N° 300816

**Minutes of the committee meeting held on Wednesday 30th November at 2005 at 7:30pm.**

Linda Genge	Chairman, Elected member, Youth Committee	804767
Pauline Wooddisse	Treasurer. Elected member	804231
Angela Chivers	Parish Council, Assistant secretary	804582
Roger Dunn	Youth Committee, Assistant secretary	804608
John Folland	Elected member	804347
Jenny Elmer	Elected member	804585
Sally Berkley Sage	Elected member, St Edmunds Church	804468
Nick Wood	Elected member, St Edmund's Church	804256
<b>Sue Jury</b>	<b>Parish Council</b>	<b>804510</b>
Viv Cotter	Women's Institute	804346
Cathy Freeman	Women's Institute	804263
Rose Lock	Carnival Committee	804254
Cynthia Giles	Carnival Committee	804489
Sarah Ashman	Pre- school	
Tracey Mardon	Amateur Dramatic Society	804334

**1) Apologies for absence**

Apologies for absence were received from Rose Lock, Viv Cotter, Cathy Freeman, Sally Berkley Sage, Nick Wood, Jenny Elmer and Cynthia Giles.

**2) Minutes of the meeting held on 28<sup>th</sup> September 2005**

The minutes of the meeting held on 26th October 2005 were circulated, and a correction made to a figure in paragraph 4 - financial matters and treasurer's report. The figure for the three coffee mornings was given as £15.85, this is incorrect, and should have been £115.53. With this correction they were signed as an accurate account of that meeting.

**3) Matters arising not covered elsewhere on the agenda**

- i) The electrical inspection, which is now due. This is to be carried out by Roy Graham Electrical from Torrington. At the moment he is in bed with the flu, so this will take place as soon as he is available.
- ii) Regarding the cooker circuit. Linda has spoken to Steve Hammond, but at this time he has not yet returned her call.
- iii) The cooker itself will comprise of a fan-assisted oven at £796, a 4-ring top at £298. Total expected cost £1,102.
- iv) Regarding the recent building work at Little Bay, the question was asked whether the owners of Little Bay were expected to compensate the hall in any way for the disruption. Since no such agreement was made prior to the work, and in the interest of keeping up good neighbourly relations, it was suggested that perhaps at some future date, when appropriate, Mr and Mrs Parker might be approached for a donation/raffle prize or similar.
- v) Angela Chivers and Sue jury have photos of the balloon race and the Big Breakfast/Trafalgar dinner. It was agreed that it would make an interesting display if we could have some of these photos enlarged and framed for display in the small hall. Maybe others have photos of events at the village hall, which might also be of interest.

**4) Financial matters and Treasurer's report**

i)				
		<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
Current account		£3,604.72	(Of which £1,347.15 is stove fund)	
Savings account		£2,327.66		
Working Balance		£3,200.48		
Cash-in-hand		£222.29		
Income during the month		Coffee Mornings (3)	£214.75	
Outstanding accounts	Income	Outstanding accounts	£93.80	
		To come in this month	£229.00	

**Dolton & Dowland  
Village Hall Committee**  
Registered Charity N° 300816

Payments	Caretaker	£200.00
	Electricity (Estimated bill to be confirmed)	£54.61
	Bowden's Cleaning services	£10.48

**ii) Trafalgar Weekend October 2005**

	INCOME		COSTS		PROFIT
<b>Friday 21<sup>st</sup> Beacon</b>		£0.00	Fireworks	£19.98	-19.98
<b>Saturday 22<sup>nd</sup> BBQ</b>	Door	£37.00	Entertainment	£40.00	
	Barbeque	£117.80	Food	£80.96	
		£154.80		£120.96	£33.84
<b>Sunday 23<sup>rd</sup> Lunch</b>	Tickets sold	£556.00	Food	£185.97	
	Raffle	£87.00	Hire of Oven	£50.00	
		£643.00		£235.97	£407.03
<b>Overall</b>		£1595.60		£733.84	<b>£420.89</b>

Regarding the Trafalgar weekend, it was agreed that this was a fantastic effort, and the chairman thanked all who helped.

- iii) The playgroup is now running for only two mornings per week, which leaves us with a reduced income. Perhaps we could advertise the spare times of the hall, to try to fill these empty gaps.

**5) Christmas decorating Friday 2nd November**

Sue jury and Pauline Wooddisse will be decorating Santa's grotto.

We are assured that the stage extension will be removed on Thursday or Friday.

Helpers anticipated for Friday with the decorating are Jenny Elmer, Viv Cotter, Angela Chivers, Cynthia Giles and Graham Hutchings. It is also hoped that Ken jury will be able to help, and later on, Chiv and Roger Dunn.

**6) Craft Fair Saturday 3rd November.**

It is hoped that the tables will be put up on Friday evening in readiness for this. Stall-holders will begin arriving from 9am.

The raffle will be run by Angela Chivers and Rose Lock, with raffle prizes from all members of the committee please.

Pauline Wooddisse has organised all presents from Santa's grotto.

All committee members will be required to help clear up after this event in readiness for the dance in the evening.

Roger Dunn promised to get the heating in the small hall working by some temporary means in time for Saturday.

**7) Dance Saturday 3rd November.**

This begins at 7:30pm and we can expect the band to start setting up at 6:30pm.

The food will need to be sorted onto plates and tables, and helpers will be required with teas, coffees and clearing up.

**8) Village Hall General.**

**a) Trustees responsibilities**

The June 2005 editions of the Charity Commission booklet CC3 have been distributed, and all agreed that this was much easier to read and understand than the previous edition.

It is hoped now that this matter of trusteeship can be concluded as soon as possible.

**b) What next?**

Various suggestions were made. We have the Casino Night at the end of February. Other suggestions were, Garden Party again? St Georges Day dinner (nearest suitable day to April 23<sup>rd</sup>)

**9) Any other business.**

- i) Following some damage at a recent event in the hall, it was agreed that a deposit should be charged for a one-off events or parties, at the caretakers discretion. This should not be required for regular users of the hall, though we know to be careful users. Furthermore, there should be an additional charge made if extra cleaning is necessary in readiness for the next user of the hall.
- ii) Pauline Wooddisse raised concerns of the caretaker regarding bars in the corner of the main hall. This has led to many problems and difficulties with floor cleaning. We need to think of ideas to alleviate this problem if possible in view of the excellent way that our caretaker keeps the floor of the main hall. One suggestion worth looking into is the use of rubber matting that can be rolled out before a bar is set up.
- iii) There were also problems with the organisers of the old-time music hall, when the heating in the hall was left switched on at high temperature on three separate occasions.
- iv) Regarding the glass in the main entrance door. Linda Genge is to ask Pete Pearce if he can fit the toughened glass for us.
- v) The chairman also asked if all members of the committee could think carefully about long-term projects for the hall, and bring these ideas to the next meetings.

**The meeting closed at 9:20pm**

**10) Next Meeting**

It was agreed that there was no need for a meeting at the end of December, so the next meeting will take place at the end of January.