

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

Minutes of the committee meeting held on Wednesday 22nd February 2006 at 7:30pm.

Linda Genge	Chairman, Elected member	churchstreetstores@hotmail.com	804767
Pauline Wooddisse	Treasurer. Elected member	p.wooddisse@btinternet.com	804231
Angela Chivers	Parish Council, Assistant secretary	chiversam@hotmail.com	804582
Roger Dunn	Youth Committee, Assistant secretary	roger517dunn@btinternet.com	804608
John Folland	Elected member	No e-mail	804347
Jenny Elmer	Elected member	robert@elmer2005.wanadoo.co.uk	804585
Sally Berkley Sage	Elected member	sally.berkleysage@btopenworld.com	804468
Nick Wood	Elected member	nw.devon@virgin.net	804256
Sue Jury	Parish Council	enquiries@devon-blacksmiths-forge.co.uk	804510
Viv Cotter	Women's Institute	viv.cotter@homecall.co.uk	804346
Cathy Freeman	Women's Institute	cfreeman@rics.org.uk	804263
Rose Lock	Carnival Committee	ra.lock@btconnect.com	804254
Cynthia Giles	Carnival Committee	No e-mail	804489
Sarah Ashman	Pre- school	sarah@dolton666.fsnet.co.uk	804564
Ann Coombs	St Edmunds Church	No e-mail	804834
Tracey Mardon	Amateur Dramatic Society	e-mail unknown	804334

1) Apologies for absence

Apologies for absence were received from Rose Lock, Tracey Mardon and Sarah Ashman.

2) Minutes of the meeting held on 25th January 2006

Minutes of the meeting held on 25th January 2006 had been circulated, and subject to small alterations at the request of Nick Wood these minutes were accepted as a true and correct record of that meeting. The amended paragraph from page 2 under section 5.a) (second paragraph) is shown amended here:

A discussion followed in which it is clear that most members of the committee are happy with their responsibilities, but there remain some worries about personal financial liabilities. Nick Wood explained that there should be no worries unless someone goes out on a limb without the backing of the committee, or the committee does something which is outside the scope of the Governing Document. Insurance is available, and subject to permission from the Charity Commission, it should be possible to meet the cost of this insurance from the committee finances.

3) Matters arising not covered elsewhere on the agenda

i) Sue Jury wished to clarify some of the dates in the last minutes. The list is amended here:

<u>DATE</u>	<u>EVENT</u>	<u>ORGANISATION</u>
1st April	Concert in the Church	Church
8th April	Easter Fair 12pm-4pm	Village Hall
8th April	Dance with Joe	Village Hall
22 nd April	Spring dance in the village hall	Church
30 th April	Sunday lunch	Village Hall
Late May	Casino Night	Village Hall
29 th May	Devon Wildlife Trust open gardens	DWT
17 th June	Garden party at Hackwills	Church
8 th July	Dolton Youth Committee music concert	DYC
21 st July	Safari supper	Church
September	Two unconfirmed dates for Dolton Youth Committee events	DYC
26 th September	Harvest supper	Church
4 th November	Carnival	Carnival Committee
18 th November	Church Christmas Fair	Church
2 nd December	Christmas Fair	Village Hall

ii) The cooker has arrived, and is sitting in the kitchen in boxes. Western Power Distribution arrived to make the final three-phase connection to the new distribution board, but were unable to do this work as Steve Hammond was not here to complete his part of the work, so they left. A new date will need to be arranged for this. One of the old cookers is to be removed from the hall, a decision will need to be made as to which is the better of the two, and is to remain. Pauline Wooddisse asked if there were any covers over the hot plates on the new cooker. This is not known at present, we will find out when the new cooker is removed from the boxes.

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- iii) The new re-located thermostat for the main hall has been fitted and the old one removed. At present this does not appear to be working (it was later discovered that one of the buttons was sticking). This thermostat is pre-programmed to turn the temperature down if someone tries to leave it on overnight.

4) Financial matters and Treasurer's report

i)		<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
Current account		£2,549.99		
Savings account		£3,342.47		
Working Balance		£3,718.22		
Cash-in-hand		£104.20		
Transactions since last meeting	Income	Coffee Mornings	£253.88	
		Outstanding accounts	£0.00	
		To come in this month	£127.05	
	Payments	Caretaker		£200.00
		Roy Graham Electrical		£100.00
		SWEB		£94.67

- ii) £1,000 has been transferred from the current account to the savings account.
- iii) Pauline Wooddisse asked the committee if we should shop around for a cheaper supplier of electricity. The consensus of the committee was that this would be a good idea. Pauline Wooddisse will follow this up.
- iv) Cathy Freeman asked if she could have a breakdown of the accounts for the garden party, as Tony Hannam has asked for this - Treasurer to supply these details.

a) Selection of Auditor for the annual accounts

Derek Bradshaw has been approached, and is willing to undertake this for the committee. The committee has agreed to accept Mr Bradshaw as our new Auditor.

5) Village Hall General.

a) Governing Document

i) Composition of the Committee

We will need to advertise, for any organisations that wish to have representatives on the village hall committee, in the Dolton and Dowland Diary (16th March deadline), and the council notice board; then at the April meeting we will look at the nominations and consider if there are likely to be problems with the size of the committee.

ii) Trustee responsibilities and insurance

Regarding insurance for trustee and trust fund liabilities, Nick Wood reported that no quotation has yet been received from the Zurich Insurance company. Before the next meeting he will try to see if there are any alternatives.

b) Committee members sign to accept responsibilities of trustees

Committee members signing up to accept responsibilities as trustees for the charity, was deferred until we have more information on insurance.

c) Ideas for improvements to the village hall.

Many ideas were raised, from the simple to the impractical. Since the committee has been raising money for the village hall funds for some time now, it was felt that rather than storing the money in a bank account, we should be actively doing something to improve the hall, and show people where their money is going and in order to make the Hall more useful to the people of the village and surrounding area.

- The most important was considered to be the ceiling of the main hall. This needs to be raised to the angle of the roof, and insulated to keep in the heat, and improve soundproofing. This will have the added benefit of reducing running costs in the future.

- The next in order of importance, was doors and windows. Existing window frames are in poor condition, and single glazed. Double-glazed windows will also keep in the heat and cut down on sound transmission.
- The third in order of importance, as considered by the committee, was the kitchen. This needs a major overhaul.

Other items considered by the committee (in no particular order) were as follows:

- Curtains.
- Payphone. Sally Berkley Sage is to inquire on the cost of installing a phone line to the Hall.
- Curtain rails.
- Blackout blinds.
- Refurbishing the toilets. To include heating in the toilets.
- Painting and decorating.
- Storage.
- Square tables for the small Hall.
- An internal marquee for special events.
- Lighting to be switched from the stage area.

First we will need to work out some details of what we want to do, and get some quotations from builders before we can apply for grants. We will need to liaise with the Community Council of Devon, and the Charity Commission at all stages.

Nick Wood raised the question of a consultant to oversee the job from the outset. A suitably qualified / experienced consultant would ensure that all quotations were for the same work, and that all work was correctly done. The rest of the committee agreed that this would be a good idea. The name of Nick Marsland was raised as a possible contact for this. He will need to be approached first to see if he is willing or able to do this.

The Community Council of Devon is to be approached to see if they can send a representative to meet with the committee to guide us on this project.

6) Casino Night

Linda Genge has approached a company that can organise the casino night for us, at a cost of £250 for the first two tables and £100 for each additional table thereafter. After considering the cost of such an evening based on the assumption that we will get around 50 people, much discussion followed as to whether we should charge £7.50 or £10 per ticket. Eventually a compromise was reached at £8.50 per ticket.

In order to give time to organise this event it was decided to move it to some time in late May, with tickets to be sold beforehand at the shop.

7) Easter Fair 8th April 12pm to 4pm

Viv Cotter needs tombola items - all sorts, especially children's items.

Jenny Elmer reported that 24 tables are now taken - 15 from the village and 9 from outside. She is looking for more ideas to entertain the children that come - such as face-painting or an egg hunt.

Raffle prizes and items for the tombola from all committee members (not voluntary).

8) Easter Dance 8th April

Draw prizes needed from all members of the committee - not just for the Easter Fair in the afternoon.

9) Sunday Lunch 30th April

Sunday lunch to be discussed at the next meeting.

10) Licensing

Linda Genge is to check whether a licence is required for the football club's wine and wisdom evening. If so, an event licence will be obtained.

11) Future events

a) AGM

The annual general meeting of the village hall committee is to take place on 24th May 2006 at 7:30pm.

b) Fashion evening

Jenny Elmer was hoping to arrange this for 21st June, but this turns out to be a WI evening. She will try to find a new date for this.

The company that will be organising this need to know how many we can attract to the event, how many we can fit into the hall, and will need to know how many tickets have been sold a week before the event, and the approximate age range. Commission is paid at between 5% and 7%, and it is a two-and-a-half-hour show. It is intended to sell the tickets at £3 each.

The Church is having a garden party on 17th June. It was not yet decided whether the village hall committee will be doing one this year.

Regarding the open gardens, it was decided that we would leave that aside for this year.

12) Any other business.

- i) Pauline Wooddisse asked if we could have some steps for access to the fuse box now that it is so high.
- ii) Jenny Elmer asked if we have a date for the Christmas Fair as people want to start booking up. The 2nd December looked to be favourable for this.

The meeting closed at 9:35pm

13) Next Meeting

The next scheduled committee meeting is set for Wednesday 29th March at 7:30pm.