

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

**Minutes of the committee meeting held on Wednesday 29<sup>th</sup> March 2006 at 7:30pm.**

Linda Genge	Chairman, Elected member	<a href="mailto:churchstreetstores@msn.com">churchstreetstores@msn.com</a>	804767
Pauline Wooddisse	Treasurer. Elected member	<a href="mailto:p.wooddisse@btinternet.com">p.wooddisse@btinternet.com</a>	804231
Angela Chivers	Parish Council, Assistant secretary	<a href="mailto:chiversam@hotmail.com">chiversam@hotmail.com</a>	804582
Roger Dunn	Youth Committee, Assistant secretary	<a href="mailto:roger517dunn@btinternet.com">roger517dunn@btinternet.com</a>	804608
John Folland	Elected member	No e-mail	804347
Jenny Elmer	Elected member	<a href="mailto:robert@elmer2005.wanadoo.co.uk">robert@elmer2005.wanadoo.co.uk</a>	804585
Sally Berkley Sage	Elected member	e-mail undergoing change	804468
Nick Wood	Elected member	<a href="mailto:nw.devon@virgin.net">nw.devon@virgin.net</a>	804256
Sue Jury	Parish Council	<a href="mailto:enquiries@devon-blacksmiths-forge.co.uk">enquiries@devon-blacksmiths-forge.co.uk</a>	804510
Viv Cotter	Women's Institute	<a href="mailto:viv.cotter@homecall.co.uk">viv.cotter@homecall.co.uk</a>	804346
Cathy Freeman	Women's Institute	<a href="mailto:cfreeman@rics.org.uk">cfreeman@rics.org.uk</a>	804263
Rose Lock	Carnival Committee	<a href="mailto:ra.lock@btconnect.com">ra.lock@btconnect.com</a>	804254
Cynthia Giles	Carnival Committee	No e-mail	804489
Shirley McCulloch	Pre- school	No e-mail	804499
Ann Coombs	St Edmunds Church	No e-mail	804834
Tracey Mardon	Amateur Dramatic Society	<a href="mailto:t.mardon@ukonline.co.uk">t.mardon@ukonline.co.uk</a>	804334

At the start of a meeting the chairman welcomed Shirley McCulloch as the new representative for Dolton pre-school.

**1) Apologies for absence**

Apologies for absence were received from Angela Chivers

**2) Minutes of the meeting held on 22nd February 2006**

Minutes of the meeting held on 22<sup>nd</sup> February 2006. These were signed as a true and correct record of that meeting.

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

The cooker has finally been installed.

We have received the installation certificate and a periodic inspection report from Steve Hammond, although neither of these have been signed. We also received from him, a letter stating that some of his tests showed that some urgent work is needed. Roger Dunn has checked these test results, and concluded that there are no faults warranting urgent work before the next full inspection.

Thermostat in main hall - the problem with this one has now been traced to a sticking button, it is still under guarantee, so will be replaced with a new one in the near future.

The chairman thanked those who turned out for the working party.

Viv Cotter has talked to Andrea at the Community Council of Devon, regarding a representative coming to speak to the committee at about grant applications. Viv Cotter will try to arrange for this at future meeting.

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

		<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
i)				
	Current account	£1,086.39		
	Savings account	£3,342.47		
	Working Balance	£3,718.22		
	Cash-in-hand	£214.09		
Transactions since last meeting	Income			
			£161.66	
			£0.00	
	Payments			
				£200.00
				£996.00
				£67.19
				£105.37
				£309.12
	To Pay			
				£49.99
				£34.05

- ii) The treasurer has looked into alternative suppliers of electricity - British Gas and Goldfish Power. Neither of these are aware of the tariff on which the Hall is currently being charged (With SWEB we are currently on a Day and Night tariff which charges a reduced rate in the evenings and weekends). No other suppliers use this tariff. It was suggested that we look to the usage of electricity, to try to see if another suppliers tariff would save very much. However, it's likely that we are only going to be able to save around £15 per annum; it was decided that the potential saving, balanced with the risk of saving nothing, does not justify the effort of looking, so we will currently stay with our present supplier.

## **5) Village Hall General.**

### **a) Annual General Meeting**

AGM date is set for a 24th May 2006. Nick Wood asked if then notice he had written can be placed in the parish noticeboard. Rose Lock said this would be OK only if there was sufficient space. Nick Wood said he would need help putting up notices around the village.

Nick Wood also noted that a proposer and seconder will be needed for those wishing to join the committee at the AGM. A note to this effect will be added to the notice.

#### i) Trustee responsibilities and insurance

Nick Wood reported that we appear to have the sort of cover required under the existing Allianz-Cornhill policy against negligent acts or accidental errors or omissions committed by members or honorary officers in pursuit of official activities on behalf of the committee, limited to £250,000 in any one period of insurance. (Cover against personal injury to visitors, physical damage to property, etc, is £5,000,000.)

We do not have cover against fraud or dishonesty by any member or officer. If we were to have it, the cover would be limited to £10,000. It is not known what the premium would be, but it is reasonable to assume honesty in one another, and in the circumstances the economic benefit would be marginal in the extreme.

It is therefore proposed to take no further action. The insurance is up for renewal on 29 April 2006.

Nick Wood also commented that the Zurich Insurance company were quite unhelpful in his enquiries.

### **b) Committee members sign to accept responsibilities of trustees**

This will now take place at the AGM.

## **6) Improvements to the village hall.**

A project manager will be needed. Nick Marsland has not yet been approached.

Stacey's building contractors of Holsworthy, was proposed as a company able to carry out works of the nature we are proposing.

Roger Dunn has spoken to Gary Peachey of Team Windows, and asked him to give us a price for new windows and doors. He had said that the price would be the same whether we had them done all at once, or one or two at a time. Also Mark Hedges of MH Construction has looked at the ceiling job on the afternoon of the meeting. We will await these prices, and from these, try to draw up a specification for further estimates.

Nick Wood suggested that Roger Dunn oversee the initial stages of the project prior to the appointment of a project manager. If you have any ideas regarding requirements, needs or improvements that could be helpful when the main hall ceiling is replaced, please pass these on to Roger Dunn. Note that replacing the ceiling will necessitate a new lighting system including permanent provision for stage lighting. It will also affect the stage area – curtains will need to be refixed or replaced.

Sally Berkley Sage has looked into the question of a payphone at the Hall. For BT to install a domestic line will cost £85.09 plus VAT. The rental will be £30.63 per quarter. They can rent us a payphone for £22.13 per quarter which can bar certain types of call. Argos can supply a payphone for around £120. This was thought worthwhile for safety and for improving facilities at the Hall, and was unanimously agreed by the committee that we should proceed with this.

### **a) Grant Application**

Viv Cotter said that we would need to produce a business plan in order to apply for grants.

A copy of the application form for the "people's millions" grant application was circulated round the committee. It was decided that we should fill this form in at the next meeting. Roger Dunn said that we needed some kind of angle to attract the attention of people to our village hall project over and above the many other projects

that will be applying; Shirley McCulloch suggested that we should emphasise the Hall's use by the old and young alike. Sally Berkeley Sage will speak to the school to find out if they have any particular needs or suggestions to help us obtain a grant.

#### **7) Working Parties**

Preparation of the kitchen windows has been started, but driving rain prevented further work. The committee could not agree upon a suitable time or day for the working parties, we need to ask the caretaker when there are some regular two hour slots available for these in the future.

#### **8) Events**

**a) Easter Fair 8th April 12pm to 4pm**

Jenny Elmer has this sorted. Tables being put up on Friday the 7th at 7pm

**b) Easter Dance 8th April**

The dance in the evening has been cancelled as Joe is ill.

**c) Sunday Lunch 30th April**

While the main course is sorted, donations of sweets are still required.

The chairman clarified here the matter of licensing that was mentioned at the last meeting. We can sell alcohol on a Sunday, but we do not have an entertainment licence for Sunday's. A temporary events licence will cost us £21 for each event.

**d) Casino Night**

Casino night is booked for 20th May. Jenny Elmer is doing the tickets and posters. The tables will be set with cloth Tablecloths and candles in bottles. There will be cocktails at the bar and a glitter ball to add to the occasion. For the raffle will need prizes suitable to the event.

**e) Other Events**

i) Fashion night

Probably 27th October. A temporary events licence will be needed. It was decided that tickets should be sold at £5 each to include first glass of wine and some nibbles.

ii) Garden party

Cathy Freeman says that Tony Hannam is willing to go ahead with this again, and suggested the date of 29th July. We need stalls of interest - not just selling stuff.

We will run the balloon race again at this event.

iii) When considering other future events, Rose Lock noted that at Petrockstowe they held a mouse race night, which raised around £1,000, making this or something similar worth considering.

#### **9) Any other business.**

i) Pauline Wooddisse. The hall needs a new step ladder, which is available at Homebase, but no one has a car big enough to carry this ladder. Roger Dunn said he could fetch this in his van when he is in the area..

ii) Sally Berkeley Sage asked if the first aid box has been checked recently to see if any of its contents need replacing.

**The meeting closed at 9:10pm**

#### **10) Next Meeting**

The next scheduled committee meeting is set for Wednesday 26<sup>th</sup> April at 7:30pm.