

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

**Minutes of the committee meeting held on Wednesday 26<sup>th</sup> April 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
Tracy Mardon	Amateur Dramatic Society	<a href="mailto:t.mardon@ukonline.co.uk">t.mardon@ukonline.co.uk</a>	804334

### 1) Apologies for absence

Apologies for absence were received from Cathy Freeman, Rose Lock, Cynthia Giles, and Shirley McCulloch.

### 2) Andréa Leplae. Community Council of Devon

The meeting started with a presentation from [Andréa Leplae](#) from the Community Council of Devon, on the subject of grants available to village halls.

She spoke about the CCD Website at [www.devonrcc.org.uk](http://www.devonrcc.org.uk) where you will find news, information and regulations concerning village halls.

She also spoke about "Village Green", the CCD magazine, and [training courses](#) run by the CCD on such subjects as fire safety regulations, health and hygiene regulations etc. The cost of attending such courses is normally in the region of £10. There is a conference on village halls taking place at Crediton on 17th May between 10:00am and 3:00pm.

[ACRE](#) (Action with Communities in Rural England) have building products available free to village halls from the manufacturer Ruberoid.

Questions and answers followed:

- Linda Genge asked if Andrea could give us any advice on how to start getting a grant. It was suggested that we should first identify the 'funder', and aim each grant application at the type of funding being offered. It would be helpful to produce a scheme or action plan of precisely what we intend to do, and a timetable for these things. It is also important to keep in regular contact with the 'funder'.

Applications to CCD for funding have a 66% success rate. She also suggested that we contact [Torridge District Council](#) for advice and that we look into the landfill tax credits which are currently running to provide funding in areas where quarrying is taking place, such as Dolton. The website address given for this is [www.ltcs.org.uk](http://www.ltcs.org.uk)

- It was also asked whether we can apply for more than one grant for the same scheme. Andrea said this is OK, but if you are successful with one of the grants, you must inform the other 'fundings' to which you have applied.

- Regarding grants, it was asked if we will need to match the funding given by any grant. Andrea said that local fund-raising was very important and a pot of funds which she referred to as 'seed money' can be used as the match funding for more than one grant application.

- Regarding the question of tax and VAT. Only extensions or schemes regarding disability access can avoid tax or VAT.

**3) Minutes of the meeting held on 29<sup>th</sup> March 2006**

The minutes of the previous meeting dated 29th March, 2006 were signed as true and correct record of that meeting.

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

Regarding the AGM, the Dolton Youth Committee has nominated Roger Dunn and Robin Boyes as their representatives on the village hall committee for the next year.

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

i)		<u>Balance</u>	<u>Income</u>	<u>Expenditure</u>
Current account		£1,359.56		
Savings account		£3,355.39		
Working Balance		£3,733.61		
Cash-in-hand		£120.38		
Transactions since last meeting	Income			
			£139.13	
			£0.00	
			£411.23	
	To come in	£151.78		
	Payments			£200.00
				£466.88
				£63.10
	To Pay			£956.39
				£128.37
				£15.52

The new locks for the external doors are expected to cost in the region of £190

**ii) Easter Fair**

<u>INCOME</u>		<u>EXPENSES</u>		<u>BALANCE</u>
Raffle	£114.00			£114.00
Refreshments	£119.98	Bacon etc	£19.75	£100.23
Tables	£95.00			£95.00
Tombola	£102.00			£102.00
	<b>£430.98</b>		<b>£19.75</b>	<b>£411.98</b>

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

**a) Grant Application**

Linda Genge has read through the application for the ITV "People's Millions" grant. We will need a name for the project. Viv Cotter suggested the name Project Igloo, no decision was made about the name.

As contacts for this grant application it was agreed that Roger Dunn and Pauline Wooddisse would be the names given.

Regarding the number of people using a village hall, figures given by the caretaker are that in the last 12 months, there have been approximately 509 bookings, and this amounts to approximately 6280 people using the hall in the year.

We need to contact the [Charity Commission](#) fairly soon; and we must get on with filling in the ITV "People's Millions" application form. A date for this was given as 3rd May 2006, 7:30pm at Ashbourne house - the chairman, Secretary and Ann Coombs will do this.

**7) Working Parties**

There is ivy growing up the north side of the hall, and has started to grow in under the roof and into the hall. We need to tackle this by cutting off the ivy at ground level, then when it has died back, to remove the rest of the ivy.

Kitchen windows still need to finish being prepared, then painted. Plenty of work remains to be done in the kitchen. The floor, table, cooker switch all need attention and the walls need to be washed down and repainted.

A provisional date for a working party is set for Wednesday 10th May 12:00pm to 3:00pm. Date to be confirmed.

## **8) Events**

### **a) Sunday Lunch 30th April**

All organised. Committee members to provide a sweet and a raffle prize.

### **b) Casino Night**

Jenny Elmer has done a poster and tickets. We need 007 themed decorations.

Roulette and blackjack tables are organised at a cost of £250. Additional tables can be brought in if enough tickets are sold in advance.

Suggestions for a hot buffet were discussed. It was decided not to offer coffee, but that desserts would be provided.

We need really high quality raffle prizes.

It was suggested that a photographer be present at the event, and the name of Karen Hewitt was proposed for this.

Decorating the hall to take place on Saturday 20th May 10:00am.

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

- i. Pauline Wooddisse. Torridge District Council letter regarding "safer food". There is a free training course been held at Rosemoor gardens on the 19th and 21st June. Sally Berkeley Sage is to attend this on our behalf.
- ii. Sally Berkeley Sage. The school require storage for gym equipment, can the hall provide this?
- iii. Linda Genge asked Sally Berkeley Sage about the progress of installing a phone line in the hall. Sally Berkeley Sage will proceed with this.
- iv. Nick Wood. Minutes and other documents on the Internet - can they be put on the Dolton Web site, as his communications with the website suggests that they can. Roger Dunn to look into this.
- v. Viv Cotter. Should recipients sign for the keys for the new locks in order to be able to control who has them?

**The meeting closed at 9:40pm**

## **10) Next Meeting**

The next scheduled committee meeting will be the Annual General Meeting which is set for Wednesday 24<sup>th</sup> May at 7:30pm.