

Halberton Village Hall Management Committee
Minutes of the meeting held in the Committee Room 19th June 2018 at 7.30pm

Present

B.Corden, C.Graham, R.Stevens, J.Austin, W.Harris, K.Browse, J.Anderson and P.Grabham.

1. Apologies

D.Affleck..

2. Public Forum:

No issues raised.

3. Minutes of last meeting:

The minutes were read by members and all accepted these as a true record of proceedings and the minutes were duly signed by the Chairman.

4. Matters Arising:

The telephone box is to be removed from the village. The question of “housing” the defibrillator is still open for consideration by the Parish Council.

Parish Council Rep

The Chairman has spoken to Mr Neil Purves regarding our decision to not accept his counter proposal for over flow car parking. He acknowledged receipt of the Chairmans email. The Chairman and Mr Purves concluded that a compromise deal, at this time, was unlikely.

All Trustees

The Chairman has spoken to Mr J.Browse about the possibility of land at the bottom of his field be used as over flow car parking. Family discussions, as yet, have not happened even though this was seen as a priority by Village Hall Trustees.

All Trustees

Safety fencing, over the low wall leading to Mr Johnstone’s garden, is still work in progress.

Chairman

5. Correspondence:

See later agenda items.

6. Treasurers Report

The bank balances were as follows:

Santander £19,839.19

HSBC Affirmative Account £11,262.65

Total £31,101.84

(NB **Halberton Builderss** bill is yet to be paid (£950.04))

Treasurer

7. Fundraising:

The owners of the Farm Shop (they also own the duck pond) are very upset about various issues in the village and as such have said that the duck race cannot be held on their duck pond anymore and newsletters will no longer be available from the farm shop outlet.. This is the position as of now but it was hoped that after twelve months the situation might have “calmed down”?

All Trustees

After a wide ranging discussion it was proposed by R.Stevens and seconded by J.Austin that next year’s May Fayre be only held at the wreck provided the **HCA committee** manage to attract more community group participation on the day. The Village Hall May Fayre could otherwise be held on Village Hall premises as in previous years.

HCA Rep

6 In favour 2 Abstentions

All Trustees	<p><u>8. Ongoing Development Projects:</u></p> <p>Halberton Builders have built a new wall on the roadside clearly defining the boundary between Village Hall land and “London House” which has been sold.</p>
Chairman	<p>The question of Mr J browse’s land for use as overflow car parking is still ongoing.</p>
Secretary	<p><u>9. Hallmark Scheme:</u></p> <p>The Sub-Committee met on Tuesday 29th May at 7.30pm in order to finalise our Hallmark 2 submission. The Terms and Conditions of Hire and Risk Assessment documents have been emailed to all Trustees. Latest Sub-Committee minutes have also been emailed. The Secretary has sourced useful HSE Health and Safety posters and it was proposed by B.Corden and seconded by J.Austin that the Secretary buys posters that he perceives as being useful for display within the Village Hall premises.</p> <p><i>Unanimous</i></p>
Hallmark Sub-Committee	<p>Displayed plans of electricity, gas and water isolation points as well as fire exits, firefighting equipment and door exits are an essential requirement of Hallmark level 2.</p>
Mr K.Browse	<p><u>10. Bookings Policy:</u></p> <p>There is always a parking problem on the first Wednesday of each month as the Hall is used by the luncheon club as well as a Phoenix hire. A possible solution is that we may be able to use the Methodist car park at these times. Mr K.Browse will make enquiries on our behalf.</p>
Chairman	<p>The Chairman distributed sample pre-printed invoices for Trustees to look at. Using this method would be greatly beneficial for our Hallmark 2 submission. After a wide ranging discussion it was concluded that the Chairman tries to source a three part invoice pad and, in discussion with the Treasurer, decide what would be pre-printed on the invoice. It is important to note that any invoice would clearly state that full hire term and conditons are displayed in the hall for users to read.</p>
Chairman / Treasurer	<p><u>11. A.O.B:</u></p> <p>The intruder alarm in the Mid Devon Show rooms was ringing and the Chairman arranged for this alarm to be disabled at a cost of £150.</p> <p>The Halls fire alarm system seems to be making a buzzing sound and needs to be looked at. Comber Security Systems Limited has an annual service contract for £120 for two inspections per year. It was proposed by K.Browse and seconded by C.Graham that we buy into the Comber contract.</p> <p><i>Unanimous</i></p>
Chairman	<p>It was noted that there is no fire alarm fitted in the ground floor area and this needs to be done as a matter of urgency. The Chairman will speak to Comber Security Limited about the cost of installing an alarm in the Mid Devon Show area.</p>
	<p>Meeting closed: 9.00pm DONM: 17th July2018.</p>

Meeting of the Halberton Village Hall Committee

To be held on

Tuesday 17th July 2018 at 7.30pm

AGENDA

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of Last Meeting – 5mins**
- 4 Matters Arising – 5mins**
- 5 Correspondence – 10mins**
- 6 Treasurers Report – 10mins**
- 7 Fundraising – 15mins**
- 8 Ongoing Development Project - 10mins**
- 9 Hallmark Scheme – 10 mins**
- 10 A.O.B – 15mins**

Date of next meeting 21st August 2018