

Halberton Village Hall Management Committee
Minutes of the meeting held in the Committee Room 19th November 2019 at
7.30pm

Present

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

1. Apologies:

J.Canning.

2. Public Forum:

None.

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:

Item 4 - Key holders

After analysis of the current key holders it was proposed by B.Corden and seconded by C.Graham that we will not give any **new hall users** personal keys and, under no circumstances, will allow further keys to be cut without first getting permission from the committee.

Unanimous

Item 6 - Treasurers Report

The question of whether or not charitable status rates relief will be applicable and continue to apply to the Village Hall and our tenants (Mid Devon Show) is under review.

Our tenants (Mid Devon Show) should have had a rent review on the 6th January 2019. The committee agreed that the rent review will take place on the 6th January 2020 subject to confirmation by Mr P.Pugsley our tenants solicitor.

5. Correspondence:

See later agenda items.

6. Treasurers Report:

The bank balances were as follows:

Santander	£28,564.30
HSBC Affirmative Account	£11,367.57
Total	£39,931.87

All bills paid to date.

7. Fundraising:

On-going.

Chairman

Treasurer

Chairman

8. On-going Development Project:

Chairman

The lights in the main hall have been replaced with LED lights by Mr H.Pring as agreed by the committee. Unfortunately however within ten or so days two of the lights were failing. After a wide ranging discussion it was agreed that Mr Pring replace the two faulty lights and, even though the lights are discontinued, we have assurances that the lights carry a five year guarantee and will be replaced under the terms of the guarantee.

9. Hallmark Scheme:

All Trustees

Press publicity on the 12th November with guests Mr Colin Slade and Mr Ray Radford. Article will be published in local papers and on Devon Live website.

10. Village Hall Website:

**Secretary /
D.Affleck**

We have had 519 “hits” to date with many being new “hits”. Please remind Hall users to leave feedback or suggestions for improvement. Mrs D.Affleck agreed to help the secretary with the website.

11. User Reports:

Nothing to report.

12. A.O.B:

Chairman

No December meeting unless called for by the Chairman.

All Trustees

The AGM will be on the 21st January 2020 at 7.00pm in the Jubilee Room.

The main hall is booked for the general election on Thursday 12th December 2019.

D.Affleck

It was agreed that Mrs D.Affleck investigate the cost of a new coffee machine.

All Trustees

Trustees have received favourable comments about our facilities and the cleanliness of our facilities.

**Chairman / Other
Trustees**

The electrician, Mr BJ Hooper, has tested the fire alarm and issued the necessary certificates after replacing some of the fire exit emergency lights. Whilst testing was being done it was noted that the emergency lights in the Mid Devon Show premises were also faulty and need to be replaced.

Chairman

The lights, in the roof space, have been replaced with LED lights. Additional lighting is required and will be fitted as agreed by the committee. Proposed by D.Affleck and seconded by P.Graham.

Unanimous

**HCA
Representative**

The committee need a copy of Circus Berzercus indemnity insurance prior to the event on the 6th December 2019.

12. A.O.B continued:

Chairman

All Trustees agreed to allow our cleaner to paint the wall below the dado rail in the main hall. Sharon will add her hours for this work to the cleaning bill.

The Trustees have received a quote from Mr Henry Franks for the following:

• <i>Pressure washing</i>	£150
• <i>Gutter clearing, washing facia</i>	£250
• <i>Windows</i>	£ 50
• <i>Solar Panels</i>	£ 50
Total	£500

Chairman

The Chairman will try to get comparable quotes but in the event this is not possible the committee agreed that the Chairman instruct Mr Franks to do the work.

Meeting Closed: 9.05pm
DONM: 21st January 2020

Meeting of the Halberton Village Hall Committee

To be held on

Tuesday 21st January 2020 in the Jubilee Room following the AGM

- 1 Apologies**
- 2 Public Forum**
- 3 Election of Officers**
- 4 Minutes of Last Meeting – 5mins**
- 5 Matters Arising – 5mins**
- 6 Correspondence – 10mins**
- 7 Treasurers Report – 10mins**
- 8 Fundraising – 15mins**
- 9 On-going Development Project - 10mins**
- 10 Hallmark Scheme – 10 min**
- 11 Website update – 10min**
- 12 User Reports – 10min**
- 13 A.O.B – 15mins**

Date of next meeting Tuesday 18th February 2020

Additional Information:

- Website sub-committee.
- Charging for stage work. If agreed we will need to change our conditions of hire document and website bookings and prices page.
- Lights / heaters left on in the snooker, library and other rooms. Do we need to lock the inner door to the snooker room? Is there anything else we can do to encourage hall users to turn off lights etc. at the end of a hire?
- Navy roller blinds for the committee room.
- Invoice to Saint Andrews Church; deposit £50.
- Invoice to History Group.
- May Fayre sponsorship W. H.Squires? eg Pig Roast; Bouncy Castle etc..
- Renewal of the WIX website premium subscription and domain name (see printouts).
- Large skip.
- The cleaner checking the VH daily?