

Halberton Village Hall Management Committee
Minutes of the meeting held in the Jubilee Room 18th June 2019 at 7.30pm

Present

B.Corden, C.Graham, R.Stevens,, D.Affleck, P.Grabham, J.Anderson, J.Austin, W.Harris 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:

No matters arising. See later agenda items.

5. Correspondence:

No correspondence. See later agenda items.

6. Treasurers Report:

The bank balances were as follows:

Santander	£25,000.11
HSBC Affirmative Account	£11,327.75
Total	£36,327.86

All bills paid to date.

The Chairman attended the recent meeting of the Halberton Community Association as the Village Hall representative. The Chairman will be resigning from the HCA will immediate effect. The question of £500 of luncheon club money being held in the HCA account was mentioned. After a wide ranging discussion it was proposed by K.Browse and seconded by D.Affleck that this money is kept within the remit of the HCA until further notice. The Chairman had left the meeting during the discussion and decision.

Unanimous

7. Fundraising:

No new fund raising events to report.

All Trustees

8. Ongoing Development Project:

LED lights in the main hall:

Electricians have re-quoted for this work following the same specification.

Mr B.Hooper (Not VAT registered), £1,434.44, includes £200 labour and disposing of old lights.

Mr Hourican (VAT registered), £1,410, includes £180 labour and £35 for the disposal of old lights.

Mr H.Pring (VAT registered) £1,355.96, includes £200 labour and but need to add £35 for the disposal of the old lights.

Chairman

All agreed that we will accept Mr Prings quote and the Chairman will inform him of our decision.

Over flow car parking:

Mr K.Browse

After a wide ranging discussion it was agreed that Mr K.Browse will try, by the time of the July meeting, to clear the land within the entrance area to the orchard to allow improvement with a safer hard surface.

9. Hallmark Scheme:

Hallmark Sub-Committee

We have not yet received confirmation about our Hallmark 3 assessment meeting. Once we know the Sub-Committee will meet prior to this date to “cross the t’s and dot the i’s”.

10. Village Hall website update:

All Trustees

Over 200 hits recorded before the start of the week. One request is that Trustees encourage users to post feedback via the feedback and suggestions link on the Home page.

11. User Reports

Hallmark Sub-Committee

The Conditions of Hire and Fire Evacuation documents were sent to all regular hall users as agreed at the May meeting of the management committee. However one group raised some concerns about the insurance section within the Conditions of Hire document as being written in complicated “legal speak” and hard to fully understand. On looking again at this point it was agreed that perhaps it could be written in a more “user friendly” way whilst ensuring that the Village Hall is fully covered under all eventualities.

12. A.O.B:

Mrs Wendy Harris will be retiring from the committee with immediate effect. Wendy felt that at the age of 80 meetings were no longer for her. All trustees thanked her for her work and support over many years as a Trustee on the committee. Wendy said she would help with fund raising events as usual.

All Trustees

Mr John Anderson has been given a copy of the funding opportunities in Devon County Council. He will email a copy of this document to the Secretary.

J.Anderson / Secretary

The question of the Village Hall contents insurance was raised as more detailed evaluations have been done. Our current contents value of £25,000 will need to be increased to £40,000 - £45,000 depending on our finalised evaluation.

Chairman / Secretary

**Treasurer / Chairman /
and Mr K.Browse**

It was proposed by W.Harris and seconded by J.Austin that we send, via Mr Browse, a donation of £350 for the new chairs and tables. It was also agreed that the Chairman will write a letter to the Devon Communities Together thanking them for the chairs and tables.

**Chairman / Bookings
Secretary**

It was agreed that the Chairman will write a letter to Mr T.Payne (newly formed Halberton Singers) explaining that he may book the main hall on a Friday evening provided that he understands that on occasions other long standing groups like the school or church takes priority in terms of this booking slot. It was mentioned that the Jubilee Room may well be available for use on these occasions.

All Trustees

The Secretary has purchased a pair of Walkie Talkies for use in the Village Hall especially when fire alarm checks are being done.

Meeting Closed: 8.53pm
DONM: 16th July 2019

Meeting of the Halberton Village Hall Committee

To be held on

Tuesday 16th July 2019 in the Jubilee Room at 7.30pm

- 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 On-going Development Project - 10mins**
- 9 Hallmark Scheme – 10 min**
- 10 Website update – 10min**
- 11 User Reports – 10min**
- 12 A.O.B – 15mins**

Date of next meeting 20th August 2019

Notes for July Meeting:

- All in one printer purchased and set for wireless use.
- Finance policy needs to be updated to include a five year maintenance programme. This is “ring fenced” money available to fund foreseen as well as unforeseen circumstances.

Proposal:

£12,000 be set aside for on-going maintenance programme with an additional 5% of income from “Hall hires” added each year up to a maximum of £15,000. Should this contingency fund fall below £9,000 then it should once again be “topped up” to £12,000.

Nb: This was a suggestion from a Hallmark assessor which on the face of it makes financial sense especially when applying for funding with a healthy bank balance.

- After recently completed contents audit it was found we need to increase our contents insurance from £25,000 to £41,000 per annum.

Proposal:

Increase our contents insurance from £25,000 to £41,000 per annum.