

Halberton Village Hall Management Committee
Minutes of the meeting held in the Committee Room 15th October 2019 at
7.30pm

Present

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

1. Apologies:

R.Stevens.

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:

A wide ranging discussion took place regarding de-registration of our VAT. Due to the fact there was no August committee meeting and also the fact that a decision had to be made by the end of our financial year all Trustees were contacted via email resulting in the overwhelming majority of Trustees agreeing that to deregister was in our interest.

Chairman

The Chairman has written to all key holders.

5. Correspondence:

See later agenda items.

6. Treasurers Report:

The bank balances were as follows:

Santander	£28,449.44
HSBC Affirmative Account	£11,367.57
Total	£39,817.01

All bills paid to date.

**Treasurer
Treasurer**

There is a possibility that rates may be applied to the Village Hall?
The climate levy, which we are paying, needs to be queried by our Treasurer.

7. Fundraising:

On-going.

8. On-going Development Project:

The metal gate, between the Village Hall car park and the land to the rear of 26 High Street, as now been removed by a Trustee. The gate posts are yet to be removed. Mr Seatherton of Tiverton has estimated the cost of building a low wall in stone in this space will be £1,800. All Trustees felt this was excessive and we will be seeking alternative quotes.

8. On-going Development Project (Continued):

Trustees

A wide ranging discussion took place regarding our urgent need for more car parking spaces. It was decided not to approach Mr S.Browse at this stage to offer a sum of money to purchase part of his field. However it was decided to clear all the debris along the small boundary wall and once this is done to review our options.

Chairman

Mr H.Pring has emailed the Chairman cancelling the installation of ceiling lights, in the main hall, from the 18th October to Friday 25th October. Mr Pring also confirmed that the new lights would be exactly the same specification as the one new low energy light already in the ceiling. The meeting felt that if this latest date is changed yet again we should offer the work to somebody else.

**Chairman /
Secretary**

9. Hallmark:

The Village Hall has received official confirmation that we have been awarded level 3 status. As agreed at the September meeting we should now maximise the publicity of this achievement.

All Trustees

10. Village Hall Website:

We have had 441 “hits” to date with many being new “hits”. Please remind Hall users to leave feedback or suggestions for improvement.

11. User Reports:

Nothing to report.

**Chairman /
P Grabham**

12. A.O.B:

All the windows and doors and surrounding areas need cleaning. Alternative quotes should be sought for doing this work at half yearly intervals.

Secretary

We are looking for someone to do internal and external painting.

Jill Channing

Debbie Affleck has confirmed that she will not be available to prepare food for the November quiz. Charmaine Howie and Jill Channing have volunteered to do so for this month.

Chairman

The Chairman will move the Jubilee Room clock to over the toilet room door.

Peter Grabham

Trustee Mr P.Grabham has agreed to arrange for a digger to extend the disabled car parking area to enable a third disabled space to be provided. In addition this digger will be used to remove the metal gate posts and prepare footings for the wall as already mentioned.

Meeting Closed: 8.35pm

DONM: 19th November 2019

Meeting of the Halberton Village Hall Committee

To be held on

Tuesday 19th November 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 to be decided

Notes for November Meeting:

- Decide if we will meet in December?
- Decide on the date of our AGM.
- The possibility of a Trustee getting involved with our website in the event the Secretary falls ill or something?
- Now we have a list of who has what keys what actions, if any, do we need to consider from a safety and insurance point of view?

Code Nos	Locations	Nos of Keys
1	<i>Main Hall Master Key</i>	2
2	<i>Main Hall Main Entrance</i>	16
3	<i>Main Hall Ground Floor Entrance</i>	15
4	<i>Main Hall Committee Room</i>	6
5	<i>Main Hall Committee Room Cupboard</i>	2
6	<i>Main Hall Committee Room Safe Key</i>	0
7	<i>Main Hall Kitchen Entrance Door</i>	5
8	<i>Main Hall Kitchen Cupboard</i>	8
9	<i>Main Hall Twose Room</i>	8
10	<i>Main Hall Library Door</i>	0
11	<i>Main Hall Library Cupboard</i>	2
12	<i>Main Hall Broom Cupboard</i>	2
13	<i>Jubilee Room Main Door</i>	12
14	<i>Jubilee Room Rear Door</i>	4
15	<i>Jubilee Room Cupboard</i>	8
16	<i>Jubilee Room Bottom of Stairs</i>	3
17	<i>Roof Space Main Door</i>	4
18	<i>Bar Rear Door</i>	0
19	<i>Carpark Shed</i>	0
20	<i>Snooker Cupboard</i>	6
21	Key Box	1
22	ALL	105

- Circus Berzercus event. Insurance / cover?