

Denbury Village Hall Management Committee Meeting 22nd October 2007

Committee Members Present

E. Grice, V. Cornell, P. Howe, T. Head, C. Head, J. Bryant and L. Pead.

New Village Hall Sub- committee members present

C. Ray and E. Chamberlin.

Members Apologies

T. Brownhill, J. Foster-Turner and J. Griffin.

Minutes from last meeting amended, agreed and signed by Chair.

Matters Arising

1. New Hall site.

New Village Hall sub-committee are proposing to create an area of hard standing which will incorporate a drive and car parking spaces on the site of the new village hall. Planning permission has already been approved as this hard standing will form the base of the car park for the new hall. They propose the new drive and car park will be available for use to people who hire the existing village hall, for the school to ensure the safe arrival and departure of school children and by people who will use the new multi-court when it is built. The sub-committee have raised the money for this project £7,500 with a grant of £5,000 from Devon County Council, £1000 from Denbury Parish Council, £1000 from Denbury Feofees and £500 from Brambledown Nursing Home. Denbury Primary school has been able to raise the money to create a gate and higher fencing between the two sites. They are proposing to have the work completed before Christmas this year. They have appointed a contractor John Brown who will arrange to have any surplus materials recycled locally, which will also help save tipping costs.

Issues that need considering for this proposal are as follows:

- Will we need extra third party liability insurance for the proposed use of a car park? We could add third party public liability to our existing insurance for possibly a few hundred £'s. The School will insure parents, children and teachers and we will insure Village Hall users. Luke will investigate further.
- Does our constitution allow us to use the land in this way? Under the constitution we are not allowed to expend any additional monies to pay for something only the school will use. Thurston will investigate further.
- Will the car park be used by teachers? Yes
- Do we make charges or ask for donations? Possible honesty box or increase rent on the hall.
- How many keys will there be, who will have them, where will they be kept? A Key will be kept with existing village hall keys. The School will need a key as they will be responsible for opening and closing the car park during school pick up and drop off times. Regular Hall users such as Preschool may need a key if they are using the car park.
- Will the car park be in use during new village hall construction? Yes contractors should be able to make the area safe using Harris fencing during construction work.
- Will other hall users be in conflict with school when the car park is being used to drop off and collect children? We would need to ensure all hirers

are aware of our agreement with the school and are told when the car park will be in use.

- Do previous land owners know about this proposal? C. Ray has checked and there is no legal clause in the deeds.

P. Howe will write to the school Governors to outline our position.

The Village Hall committee all agree to support this proposal.

E. Chamberlin and C. Ray left the meeting.

2. Outside tap.

Luke has sent off a form to Mr D. Smith to apply to have the money covered by a grant.

3. Outside maintenance.

Preschool have moved two sheds/playhouses and are currently trying to remove a third. There is now more light coming into the hall and there is easier access to one of the remaining two windows that need maintenance. Weed killer has been put down by V. Cornell but will need reapplying once more. Heater #3 needs a new element. Preschool will monitor the temperature.

4. Fire Risk Assessment.

This has been completed and the lights for use of the table tennis club in the main hall have been highlighted as our main risk and require immediate attention to make them safe. The report also recommends continued annual inspections, PAT testing on all electrical appliances and that fire safety training should be undertaken by all user group leaders. Lights above snooker table are electrically safe but the canopy poses a risk in the event of a fire. We need to organise maintenance to replace the string with wire or chain. V. Cornell will ask John Blackman if he can do the job.

5. Curtains and poles.

J. Bryant and J. Griffin will be putting the poles up as soon as possible. Pam has been to Austins and ordered the fabric. This is costing £7.99 per metre with an additional £7.99 per metre to make them fire retardant, in all £399.50 less a 10% discount as we are a charitable organisation.

6. Communications and constitution.

This sub-committee have met with J. Griffin taking minutes and are going to meet once more to finalise details. They are nearly done clarifying roles and responsibilities and are proposing we create a new hierarchy of members to control the running of the village hall. This will consist of a Trustees Committee which will have overall responsibility to oversee everything relating to the village hall. Various sub-committees will be created as and when they are needed to oversee things such as; management issues, new village hall, multi-court etc. Each sub-committee will need to have at least one trustee on it to oversee and report back to Trustee Committee. The Trustee Committee will manage assets, finances, insurance and health and safety issues.

7. Denbury Diary.

We will have to wait and see if J. Foster-Turner has put an entry in this month's issue.

8. Front fencing.

R. Bayliss has been given the job and told to start it as soon as possible.

9. Letter box.

Preschool have requested we install a secure letter box on the outside of the door as mail either goes missing or gets wet as it is left on the mat. Luke will purchase and install a letter box. A key will be kept with the booking clerk and with the Preschool.

10. Booking Clerk.

Paula has given her resignation. Clare Pead has kindly offered to take over this role; a new notice has been put on the front door of the hall notifying hall users of this change. The Denbury Diary has been notified and will amend the contact details. Hall users not wishing to return the key to Clare's house will have the option of leaving it in the new letter box for later collection by Clare.

11. Financial Report.

Current a/c £9547.00

High Interest Savings a/c £1337.00

Luke will, in future bring details of all accounts, expenditure and booking fees to meetings. Luke will look into how much notice we need to give to transfer money to the high interest account. We should keep a float of £3000 in the current account and keep the rest in the high interest account to get the maximum interest from our savings.

12. Community Council of Devon.

The CCD has created the Devon Association of Community Buildings and has asked if we would like to propose anyone from our committee. We decide not to.

13. Phone line and broadband.

This would cost approximately £250 a year a plus set up costs. It would be really useful for preschool and other users with the possibility of setting up an internet café. Preschool are to find out how much they would use this service if it was provided.

14. Notice boards.

Preschool has asked if the notice boards that were taken down during the re-decoration are going to be put back up. It's decided to put the easy one back up and Jan's husband will pop over one afternoon after preschool to do it.

15. Table tennis.

It has been brought to our attention that the table tennis tables have to be moved by other village hall users. They are heavy and difficult to move and could cause someone an injury. Is there anywhere they could be moved to? Also P. Darch has asked for other users not to use the lights as the bulbs are 100 watt and expensive to replace. We will put a sticker on the switch to indicate that the switch is for table tennis lights only.

16. Future meetings.

Could we move to the newly refurbished church cottage for future meetings? Because we reserve the hall on Monday nights for meetings it is unavailable for hire and so we are potentially losing money. We could also switch meeting to a Thursday night.

17. Supplies.

C. Head has ordered and had delivered paper towels, with a free dispenser!

Next Meeting Monday 10th December @ 7.30pm