

**Denbury Village Hall Management Committee Meeting  
Monday 31<sup>st</sup> March 2008**

Present: Pam Howe (Chair), Luke Pead (Treasurer), Tony Brownhill, Clare Head, John Griffin.

Apologies: Freda Badger, Jan Harris, Thurston Head.

<b>Agenda Item</b>	<b>Minute</b>	<b>Action by</b>
<b>Minutes of last meeting</b>	Minor amendments were made to the minutes of 18 <sup>th</sup> February 2008, signed by Pam and a copy to be posted on Denbury website.	<b>PH/EG</b>
<b>Matters arising</b>	<p>a) <u>Multicourt</u> Pam reported that she had written to the Multicourt Sub-committee confirming permission for them to be a “legitimate sub-committee” and open their own fundraising bank account.</p> <p>b) <u>New Hall Site</u> A cheque had been raised for £30.00 to be paid to Brian Clatworthy for the replacement of signs on the site fence. Jim Dean had produced the new “liability” signs free of charge. They had been collected by Clare Ray who had arranged for them to be erected on site, again free of charge by Barry Pope. Letters of thanks to Jim Dean and Barry Pope. It was unanimously agreed that each should be given a bottle of wine.</p> <p>c) <u>Heaters and Taps</u> Graham Taylor has heating elements and taps and will install them when the Playgroup is on holiday.</p> <p>d) <u>John Blackman’s Work</u> He has completed the jobs requested and a cheque for £36.00 for him has been raised. (Includes some OfSTED work – see below).</p> <p>e) <u>Draft Constitution and Committee Reorganisation</u> No report as Thurston not present – to be discussed at next meeting. Need to convene the sub committee (PM, VC, TH, JG) before next meeting.</p> <p>f) <u>Working Alone in Hall etc.</u> John reported he had discussed this with Steve Bassett who confirmed that it was acceptable under Health and Safety regulations for contractors to work alone in premises like our village hall. He advised that we should require contractors to provide all their own equipment including means of access such as ladders and steps.</p>	<p><b>PH JG</b></p> <p><b>LP</b></p> <p><b>TH PH/JG</b></p> <p><b>JF-T</b></p>

	g) <u>Pre-school – OfSTED Requirements</u> This was in hand and ongoing.	
	h) <u>1<sup>st</sup> February Party Booking</u> No response from hirer's father to Pam's letter. Vic not present so discussion on booking form revision left over to next meeting.	<b>VC</b>
	i) <u>Hall Clock</u> It was agreed that it be overhauled. The horologist strongly recommended that the mechanism should not be replaced by electrics. It is an 8 day clock – estimate less than £100. It was also agreed to investigate whether we could cover the cost from Councillor Colclough's Community Initiative Grant.	<b>PH</b>
	j) <u>Smoker's Bin</u> It was decided to install a receptacle for butt ends outside the front door.	
<b>Treasurer's Report</b>	Income for month £1284 (includes £609 Parish Council insurance rebate), expenditure £449	<b>LP</b>
<b>AOB</b>	a) <u>Devon Association of Community Buildings (DACB)</u> Pam had received a letter from the Community Council for Devon suggesting that we should renew our membership with this new organisation DACB. A short discussion agreed this should be done.	<b>PH/LP</b>
	b) <u>Chair Trolley</u> Pam reported that it had been suggested by one of the hall users that a trolley should be provided to move the chairs as some people found lifting the chairs too onerous. Pam had looked into the matter and it was agreed that a trolley should be purchased. A suitable trolley could be purchased for £65.00 plus VAT. It was suggested that we ask the Parish Council to make the purchase on our behalf thus avoiding payment of VAT if this was possible.	
	c) <u>May Fayre Funding Bid</u> Pam reported that following consultation with committee members she had applied for £100.00 from the Fayre for the new fencing.	<b>PH</b>
	d) <u>Women's Institute - Window Boxes</u> The WI proposed to acquire new plastic window boxes for the hall. They requested permission from this committee to fix them to the wall. Agreed in principle but committee would request to see the boxes before they were installed.	<b>PH</b>
	e) <u>Car Parking</u> It was agreed that hirers should be made aware that the New Parish Hall site is available for parking for people attending functions in the hall. Arrangements would have to be made to make the key available to hirers if requested.	<b>LP</b>

f) Hall Rental for New Hall Fundraising

Luke proposed and it was unanimously agreed that all such fundraising events using the hall would be charged the normal hire rate. At the end of the year the cost incurred by this management committee in maintaining the New Parish Hall site would be offset against the hire charges collected from fundraising events and any surplus would be paid into the New Parish Hall Capital Fund.

f) Hard Copies of Minutes

Secretary to bring 3 copies of minutes to the Management committee meetings.

**EG/JG**

**AGM**

The Annual General Meeting of the Denbury Village Hall Committee will be held on Monday 16<sup>th</sup> June 2008 starting 7.00pm. Pam will notify villagers through the Denbury Diary.

**PH**

**Next Meeting**

**Monday 28<sup>th</sup> April at 7.30**

**All**