

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held in the Jubilee Room on the 15<sup>th</sup> February 2022 at**  
**8.00pm**

**Present**

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

**1. Apologies :** K.Browse, C.Bending and T.Payne.

**2. Public Forum:**

Mr B.Jones thanked the committee for their hard work throughout the year.

**2a. Election of Officers:**

Proposed by R.Stevens and seconded by P.Grabham that D.Affleck and B.Corden be joint acting chairpersons for the rest of the year.

No other proposals

*Unanimous.*

Proposed by B.Corden and seconded by D.Affleck that R.Stevens be acting Secretary for the rest of the year.

No other proposals

*Unanimous.*

Proposed by B.Corden and seconded by D.Affleck that C.Graham be Treasurer.

No other proposals

*Unanimous.*

Proposed by B.Corden and seconded by C.Graham that K.Browse be Vice Chairman.

No other proposals

*Unanimous.*

**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 Joint Chairman, B.Corden

**4. Matters Arising:**

Trustee, J.Anderson, has contacted our broadband provider Utility Warehouse. At the moment we pay £28 a month and get about 7 Mbytes of download speed. For an extra £5 a month we have been told that we can get 2 or 3 times the speed and maybe even more? (**Nb All prices do not include VAT**).

It was proposed by J.Anderson and seconded by R.Stevens that we progress this with Utility Warehouse and J.Anderson will report back to the committee at the March meeting (**Nb J.Anderson will contact other broadband providers to get a “second quote”** ).

*Unanimous*

It was agreed that reminder leaflets be given to hirer’s reminding them of their responsibilities to leave the building in good order at the end of their hire. The turning off of lights and heaters and the safe stacking of tables and chairs were mentioned as examples.

**Trustee**  
**J.Anderson**

**Joint Chairpersons**

All Trustees

**4. Matters Arising continued:**

It was suggested that as Trustees we set up a weekly rota to check that the building and equipment is left in an economic and safe manner at the end of the evening. It was further noted that this only needs to be a "quick check" as it is not intended to be in any way burdensome.

**5. Correspondence:**

No correspondence received.

**6. Treasurers Report:**

The bank balances were as follows:

|                          |                   |
|--------------------------|-------------------|
| Santander                | £49,558.58        |
| HSBC Affirmative Account | £11,457.16        |
| <b>Total</b>             | <b>£61,015.74</b> |

*All bills paid up to date.*

Joint Chairman  
B.Corden

It was suggested that we research other outlets to see if we can get a better return on our money.

**7. Website Update:**

We have had further bookings, via our website, since the last meeting

Secretary  
All Trustees

The Secretary showed the Trustees a new website link "Reporting Emergency and Non-Emergency issues". The link enables users to email their concerns to the committee who can then decide on what to do next!

All Trustees

The Secretary did mention the usefulness of the Trustee link, on the Home page, which is password protected.

**8. Fundraising:**

All Trustees  
Secretary

It was agreed that the duck Race and May Fayre be provisionally booked for Saturday 7<sup>th</sup> May 2022. The Secretary will contact Mr R.Radford to try and secure the ducks for that weekend.

Joint Chairman  
B.Corden

The Joint Chairman, B.Corden, mentioned a possible Gilbert & Sullivan event that may hire the Hall facilities? The actual date is not yet confirmed. Trustees agreed that all facilities can be hired at £22 per hour.

**9. On-going Development Project:**

The bank rail is now in place.

Trustee  
P.Grabham

Tarmacking the extended area of the disabled car park and possibly re-surfacing part of the hill past the disabled car park will be looked at next week by a contractor to obtain separate quotations for the two areas.

Trustee  
P.Grabham

The apple trees are in need of pruning. Trustee, P.Grabham, will speak to Mrs Sarah Wollett about this.

**10. A.O.B:**

Joint Chairman  
B.Corden

A toilet roll holder is needed in the disabled toilet in the main hall.

Meeting closed: 9.20pm

DONM: 15<sup>th</sup> March 2022

Next meeting Tuesday 15<sup>th</sup> March 2022 at 7.30pm in the Jubilee Room.

## **AGENDA**

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of Last Meeting**
- 4 Matters Arising**
- 5 Correspondence**
- 6 Treasurers Report**
- 7 Halberton Village Hall website**
- 8 Fundraising**
- 9 On-going Development Project**
- 10 A.O.B:**

*Date of next meeting 19<sup>th</sup> April 2022.*

**Additional points for consideration for the March meeting:**

- A rota of Trustees checking the economic and safeness of Village Hall facilities and equipment at the end of the each day.