

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held in the Jubilee Room 16<sup>th</sup> July 2019 at 7.30pm**

**Present**

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

**1. Apologies:**

None

**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:**

**Chairman**

Mr Henry Pring has been contacted regarding renewing with LED lights in the main hall. We are still waiting for the work to start.

**5. Correspondence:**

**All Trustees**

Devon Communities Together membership has been renewed. The Committee declined to join the Devon Communities Together 200 club.

**6. Treasurers Report:**

The bank balances were as follows:

Santander	£25,148.27
HSBC Affirmative Account	£11,347.53
<b>Total</b>	<b>£36,495.80</b>

*All bills paid to date.*

**Treasurer**

The committee discussed the Electricity Generation and Export Tarrif Bill. It was less than expected. The bill needs further analysis.

**7. Fundraising:**

**All Trustees  
Pudding Sub-  
Committee**

The committee discussed the possibility of a September pudding event. After a wide ranging discussion it was agreed that we go ahead with the event. We will make the puddings and charge £5 per head. It will be necessary to book in advance for catering purposes. The event will be held on Saturday 14<sup>th</sup> September at 7.00pm for 7.30pm. A bar, tea, coffee and a raffle will be available during the evening. The event will be publicised on the website and via posters strategically placed around the village. It may be necessary to form a pudding sub-committee to finalise the details especially if we do not intend to meet during August.

## **8. Ongoing Development Project:**

The Committee Room is now cleared and will comfortably sit 12 or more people. This room is ideal for smaller meetings especially if the Jubilee Room is in use. It was agreed the need for more built in cupboard units and it was proposed by K.Browse and seconded by J.Canning that we purchase units (approx. cost £300) and do the work.

*Unanimous*

## **Over flow car parking:**

K.Browse and P.Grabham will together look at the job and decide what needs doing and order materials for the job. It was proposed by J.Canning and seconded by D.Affleck that K.Browse be given a budget of £600 towards the cost of this preparatory work.

*Unanimous*

Once this work is done we will be in a better place to apply for over flow car park planning permission.

## **9. Hallmark Scheme:**

The Sub-Committee met the assessors on Monday 8<sup>th</sup> July in the afternoon. All went very well with the assessors giving us verbal feedback that we will be awarded Hallmark 3. However we await official confirmation.

Only two points were raised during the assessment:

- The need for a village hall user welcome pack.

*A single sheet of paper will suffice.*

- A ring fenced five year maintenance funding programme.

*It was proposed by R.Stevens and seconded by C.Graham that £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.*

*Unanimous*

**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. Our financial policy will need to be changed to reflect the above decision.**

## **10. Village Hall website update:**

Over 250 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:**

Nothing to report.

**Chairman /  
Secretary**

**K.Browse /  
P.Grabham**

**All Trustees**

**Hallmark Sub-  
Committee**

**All Trustees**

**Secretary**

**All Trustees**

**12. A.O.B:**

**Chairman**

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 £41,000. It was proposed by B.Corden and seconded by R.Stevens that this be done.

*Unanimous*

**Secretary**

The Eco-Tank printer is now set up and in use. It was proposed by R.Stevens and seconded by J.Canning that we buy spare ink bottles especially the black ink.

*Unanimous*

**Chairman**

The Chairman mentioned that we need to identify which people have keys to the building. This will be discussed at the next meeting.

**All Trustees**

A member of the public, whilst attending a Parish Council planning meeting, mentioned that the projector screen was small and quite difficult to read from the back of the room. This concern was noted but moving the ceiling mounted projector and buying a larger screen would not be an “easy” task and not without significant costs.

Meeting Closed: 8.50pm  
DONM: 20<sup>th</sup> August 2019  
or 17<sup>th</sup> September 2019

## **Meeting of the Halberton Village Hall Committee**

To be held on

**Tuesday 17th September 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 15th October 2019*

## **Notes for September Meeting:**

- Rescheduled “pudding evening”.
- Who has what keys to the building?
- Install a telephone line?
- Purchase wall mounted baby changing tables for the disabled toilets.
- Deregister for VAT
- Accounts for “ring fencing” future maintenance.
- Update Village Hall insurance to £41,000 (Done on the 09/09/2019)
- H.Pring yet to do the low energy lights in the main Hall? Sometime in September?
- Strimming of the orchard. Quote from Nigel.
- Hallmark 3 award. How do we celebrate this achievement? Press release? Ceremony with quests like Ray Radford / Colin Slade?