

Halberton Village Hall Management Committee
Minutes of the meeting held in the Committee Room on the 17th January 2023
at 7.30pm

Present

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

1. Apologies: D.Disney.

2. Public Forum: No public attended.

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 Co-Chairperson D.Affleck.

4. Matters Arising:

Victoria windows have fitted new windows as requested.

The light in the main entrance disabled toilet is now working.

Mr David Browse is working on the cooker hood extraction system.

The steps to the Mid Devon Show Room is being used. They have confirmed, in an email, that they do not consider this exit to be an emergency exit but do accept that using this for entry / exit to their premises is done so at **their own risk**.

5. Correspondence:

Trustee, J.Anderson, has again contacted Airband re- "Free broadband for Village Halls". John is still awaiting a reply.

The Devon and Somerset Fire Service has recently inspected the Village Hall and was very complimentary about the condition and appropriateness of our fire equipment as well as our fire alarm checks and recording system. (*Report attached to the minutes*). However all businesses and community buildings now need to have a **fire risk assessment done**. The Secretary has been in touch with a local specialist assessor and has confirmed the following.

The cost to carry out a fire risk assessment under the Regulatory (Fire Safety) Order 2004 of Halberton Village Hall will be £250 (no VAT).

The service includes:

Fire Risk Assessment.

Fire Safety Logbook.

Emergency Plan.

It was proposed by B.Corden and seconded by P.Grabham that we accept his quotation and ask him to do the work as soon as possible.

Unanimous.

6. Treasurers Report:

The bank balances were as follows:

Santander £14,146.85

HSBC Affirmative Account £46,742.50

Total £60,889.35

All bills paid to date. Interest rate has increased to 3.5%

Co-Chairperson
B.Corden

All Trustees

Trustee J.Anderson

Secretary

7. Website Update:

- We have renewed our Domain name with Wix.
- Important information can be found on the home page Trustees link which is password protected.
- Bookings still coming through via the website.

8. Fundraising:

It was proposed by B.Corden and seconded by R.Stevens that our May Fayre and Duck Race be held on Saturday 13th May 2023 starting 12.30pm at the Duck Pond. It was further proposed by B.Corden and seconded by R.Stevens that any funds raised from this year's May Fayre and Duck Race will be for the Village Hall.
Unanimous

All Trustees

HCA Rep

The Halberton Community Association will raffle various prizes with the proceeds going to help those in Ukraine.

9. On-going Development Project:

This is work in progress and somewhat weather dependant.

All Trustees

10. Repairs and Maintenance:

A radiator valve, in the main hall, is broken and needs to be replaced.

All Trustees

The re-routing of the gutters, to manage surface water from roof tiles, has been done and will hopefully avoid flooding in the stairway leading towards the Mid Devon Show Room.

Co-Chairperson
D.Affleck

The kitchen small fridge needs replacing. Co-Chairperson D.Affleck has ordered a replacement and this should be delivered soon.

Co-Chairperson
B.Corden

The large stainless steel fridge in the kitchen needs a service. After a wide ranging discussion it was agreed to contact Bristowe Refrigeration.

Co-Chairperson
B.Corden

Mr Ian Batchelor has offered to show any Trustee how to prune apple trees. It was also mentioned that senior scouts may want to attend? The training will take place on *Saturday 11th February 2023.*

Co-Chairperson
B.Corden

After a wide ranging discussion it was agreed that we will need to replace our ageing boiler sometime this year. It was hoped that we may be able to install a lesser BTU system which should be cheaper to install and run. A specification will need to be devised and quotes sought.

Co-Chairperson
B.Corden

11 A.O.B:

- Signage to remind users to turn off radiators / lights needs displaying.
- A larger key pad key box is needed to "house" all of our keys.
- Village Hall week is from the 23rd January to the 27th January.

All Trustees

The Devon Communities Together representative met with Trustees to audit our Village Hall looking at how it might be used in the future. A positive and informative meeting resulted. We await the final report later in the year.

Trustee J.Anderson

It was agreed that we need to update our IT systems especially our projectors and screens. John Anderson will discuss with Rob Furmedgel what is best for our needs and costs involved.

Meeting closed: 9.12pm

DONM: 21st February 2023 after the AGM

Tuesday 21st February 2023 in the Jubilee Room after the AGM

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 Repairs and Maintenance**
- 11 A.O.B**

Date of next meeting Tuesday 21st March 2023

Commented [RS1]:

Additional points for consideration for the February meeting

- Fire Risk Assessment (FRA)
- Proposed Action Plan as a result of our FRA.
- New commercial fridge.