

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held in the Jubilee Room on the 21<sup>st</sup> February 2023 at**  
**7.45pm**

**Present**

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

**Members of the public:**

B.Jones, M.Copper and V.Mayes.

**1. Apologies :** D.Disney

**2. Public Forum:**

None.

**2a. Election of Officers:**

Proposed by K.Browse and seconded by C,Graham that D.Affleck and B.Corden be joint chairpersons.

No other proposals

*Unanimous.*

Proposed by D.Affleck and seconded by B.Corden that R.Stevens be Secretary.

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 R.Stevens 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:**

Airband has been once again contacted regarding “free broadband for village halls”. We still await their reply and this is work in progress.

The small fridge in the kitchen has been replaced with a new small fridge. Our large stainless steel commercial fridge is very old and not repairable. The Co-Chairperson, B.Corden, sourced a new commercial fridge which is now in place and in good working order.

Our fire risk assessment was completed on the 23<sup>rd</sup> January 2023 by Mr David Gray. The risk assessments identified a variety of potential fire risks which have been collated into an action plan. The Secretary outlined to all Trustees a proposed priority driven action plan which all accepted as being a “way forward”. Priority one is the ground floor to include the Mid Devon Show room, Foyer and History Group room. It was proposed by C.Graham and seconded by D.Affleck that we accept J.Hooper (electrician) quote of £600 for this priority one work

*Unanimous.*

Trustee  
J.Anderson

All Trustees

All Trustees

**4. Matters Arising continued:**

Secretary

All agreed that the Secretary will liaise with our electrician and Mid Devon Show personnel in order to get this work done asap.

All Trustees

It was noted that the risk assessment and action plan can be accessed by trustees from our website by clicking on the password protected Trustee link at the bottom of the homepage.

Trustee  
J.Anderson

Trustee, J.Anderson, is looking at projectors and projector screens and will report back his findings at the March committee meeting.

All Trustees

Apple tree pruning was postponed and this will hopefully happen in March.

**5. Correspondence:**

No correspondence received.

**6. Treasurers Report:**

The bank balances were as follows:

Santander	£12,759.44
HSBC Affirmative Account	£46,742.50
<b>Total</b>	<b>£59,501.94</b>

*All bills paid up to date.*

This total does not included bank interest or solar panel monies.

**7. Website Update:**

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

**8. Fundraising:**

All Trustees

The May Fayre and Duck Race will be held on Saturday 13<sup>th</sup> May 2023. The Secretary will contact Mr R.Radford to try and secure the ducks for that weekend.

Trustee  
P.Grabham

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

The area for our over-flow car parking spaces needs clearing. Trustee, P.Grabham, hopes to start this work sometime in March.

B.Corden  
P.Grabham

The old commercial stainless steel fridge needs to be taken to Exeter ideally on a flat-bed trailer. B.Corden will liaise with P.Grabham

Trustee  
K.Browse

**9. Repairs and Maintenance:**

The valve cap is missing from the Jubilee Room stairs radiator,  
The Jubilee Room valve radiator is faulty and needs looking at.

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

None

**Meeting closed: 8.57pm**

**DONM: 21<sup>st</sup> March 2023**

Next meeting Tuesday 21<sup>st</sup> March 2023 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 18<sup>th</sup> April 2023.*

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