

Halberton Village Hall Management Committee
Minutes of the meeting held in the Jubilee Room on the 21st September 2021 at
7.30pm

Present

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

1. Apologies : C.Bending.

2. Public Forum: No public attended.

3. Minutes of last meeting:

The minutes were read by members and after one amendment all accepted these as a true record of proceedings and the minutes were duly signed by the Chairman.

4. Matters Arising:

- Quiz night, Luncheon club and Mid Devon Singers all started.
- Flood damage repairs all done. Insurance will not pay for the “wear and tear” of boiler but will, and as paid, for the remainder of the work.
- Lock replacements have been done at the lowest quote. Key box fitted to the pillar outside the foyer main entrance.
- Roadside signage to be discussed later in the meeting.
- Chairman has tried to get more quotes for the replacement of the window and door to the Mid Devon Show premises. Victoria windows were mentioned and will be contacted for a quote.
- Mid Devon Show have confirmed that they do not need the carpet to be replaced.
- The need to not burn plastic when having a bonfire was mentioned.
- The Village Hall laptop was discussed. It was proposed by D.Affleck and seconded by C.Graham that we buy a laptop up to the value of £500.

6 in favour

1 abstention (T.Payne)

Proposal passed.

5. Correspondence:

Bills for various work has been received.

6. Treasurers Report:

The bank balances were as follows:

Santander	£52,329.45
HSBC Affirmative Account	£11,456.58
Total	£63,786.03

This includes the various government grants.

One bill is yet to be paid.

7. Website Update:

The website is now open in accordance with the VH roadmap.

We have had further bookings, via our website, since opening.

Trustee, D.Affleck will assist the Secretary in the updating of our website.

All Trustees

All Trustees

All Trustees

Chairman

All Trustees

All Trustees

Secretary

Secretary/ Trustee
D.Affleck

8. Fundraising:

Work on-going.

9. On-going Development Project:

Hanging roadside sign.

Trustee, Mr P.Grabham, updated the committee with the latest information. The sign, from TGS, is approximately 4 feet by 2 feet and is powder coated steel. The sign is cut with a laser cutting machine and a quote of £260 was mentioned. The words and swan logo can be either black on a white background or white on a black background. The committee felt the quote was very reasonable and asked Pete Grabham to arrange to email examples of each format for Trustees to consider.

Trustee P.Grabham is still in talks with R.Stagg about overflow car-parking.

Tarmacking of drive outside of the Jubilee Room is work in progress. Quote for tarmacking required.

10. A.O.B:

Keys.

To date to key box has been well received and used by hall users.

After a wide ranging discussion the committee agreed the following regarding Village Hall keys.

- Any key holder must be logged with their name and address plus what key(s) they have.
- No copying of keys under any circumstances.
- A register of who has been given the key box code will be maintained.
- The committee will decide when the key box code will need to be changed.

The Secretary will take these bullet points and devise a “Keys policy” which will be emailed to all Trustees for consideration prior to uploading to our website policies link.

The need to employ a part time caretaker.

The Chairman, who does most of the manual work for the hall, is no longer fit enough to do so and hence the need to employ a part time caretaker. After a wide ranging discussion it was agreed that we need to ask our cleaner if she would work some additional hours to help alleviate some of this work load.

Kitchen and birthday party charges:

After a wide ranging discussion it was proposed by B.Corden and seconded by D.Affleck that we charge £10 for the use of the kitchen to prepare and heat food and no longer ask for a donation for the use of the kitchen.

Unanimous

It was further proposed by B.Corden and seconded by R.Stevens that we charge £20 for a children’s party for up to two hours and then an additional £10 for each hour thereafter.

Unanimous

Nb Setting up and clearing up time will still be free of charge.

Meeting closed: 9.05pm

DONM: Wednesday 19th October 2021

**Trustee
P.Grabham / All
Trustees**

**Trustee
P.Grabham**

**Trustee
P.Grabham**

All Trustees

Secretary

Chairman

All Trustees

All Trustees

Next meeting Wednesday 19th October 2021 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 **Tuesday 16th November** at 7.30pm in the Jubilee Room.

Additional points for consideration for the October meeting:

- Discuss how we maintain a register of key and key code holders.
- Halberton History Group email.
- Alert the Secretary to any website changes, ideally via email, giving page and link names etc..