

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held in the Jubilee Room on the 18<sup>th</sup> July 2023 at**  
**7.30pm**

**Present**

B.Corden, J.Anderson, C.Graham, R.Mayes, K.Browse and R.Stevens.

**1. Apologies :** D.Affleck.

**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 Joint Chairperson, B.Corden.

**4. Matters Arising:**

Trustee J.Anderson updated the committee regarding the Enterprise project. He was trying to find out about the mechanism for changing or updating our constitution. He will speak to Martin Rich, DCT, and report back to the committee once he knows more.

**5. Correspondence:**

No correspondence.

**6. Treasurers Report:**

The bank balances were as follows:

Santander	£15,209.13
HSBC Affirmative Account	£47,601.29
<b>Total</b>	<b>£62,810.42</b>

*All bills paid to date.*

We have received £472.98 interest in the last three months.

**7. Website Update:**

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

**8. Fundraising:**

The monthly quiz nights continue.

**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 the summer. **Nb the soil will be taken and distributed to the area above the main orchard.**

**10. Repairs and Maintenance:**

The fitting of the new window in the ladies toilets now requires some tidying of the surrounding plaster as it's "flaking". Pipework, again in the ladies toilets, needs "boxing in" as it's unsightly. It was agreed to speak to the PC handyman to see if he would quote for these jobs.

Trustee  
J.Anderson

Trustee  
PGrabham

PC Rep

## **11. Additional points for consideration at the July meeting:**

### **Fire Alarm Action Plan**

**Secretary**

The Secretary updated the committee re- the above. All work is now complete with a full systems test done on Monday 17<sup>th</sup> July. Our electricians' bill of £695 can now be paid. During the full test it was noted that the smoke alarms in the committee room, kitchen and first floor foyer are about nineteen years old and need replacing. To replace the above we have been quoted a price of £145.82. It was proposed by K.Browse and seconded by C.Graham that we accept this quote and get the work done as soon as possible.

*Unanimous*

### **Boiler Upgrade:**

**Co-Chairperson  
B.Corden**

The Co-Chairperson, B.Corden, updated the committee re- the above. Due to the need to get the work done quickly it was agreed to accept AJD Heating's quote for the work. The work requires a new 64K boiler and hence his quote will be nearer £5,000. It was noted that this was the cheapest quote. Components have been ordered and we hope the work will start as soon as possible. The Co-Chairperson also mentioned that our electric hot water cylinder is quite old and will need replacing at some stage but not yet. Finally AJD Heating will be asked to quote for the new radiators in the Mid Devon Show room as well as radiator valve replacement where necessary.

### **Asbestos Survey:**

**Trustees  
J.Anderson  
R.Mayes**

Trustee, J.Anderson, has obtained two quotes. One quote was for £375 and the other for £600. Trustee, R.Mayes, informed the committee that we should get the survey done by a UKAS accredited business because we will have regulatory means of redress should we not be happy with any work undertaken. The quote for £600, includes VAT, from Scientific Services who are UKAS approved and are favoured at this stage. It was agreed that sub-committee members update Scientific Services as to the full layout of the hall premises and get an updated quote before informing Trustees and agreeing to any work commencing.

**VH lease sub-  
committee**

### **Mid Devon Show and Village Hall lease sub-committees**

Once the show is over (Saturday 22<sup>nd</sup> July) the two sub committees must meet.

### **2024 May Fayre and Duck Race**

**HVA Rep  
All VH Trustees**

After a wide ranging discussion it was agreed that we look to jointly organise, with the Halberton Community Association, the possibility of a larger community event perhaps held on the Mead as in previous years. All committee members felt that monies raised should be distributed to predetermined organisations / groups / charities within the local area.

**Co-Chairperson  
B.Corden**

### **Redecoration of the main hall:**

The main hall is now starting to look a "little tired". All agreed that we ask our usual VH painter to quote for the work.

**Co-Chairperson  
B.Corden**

### **Other restorative work:**

Some cosmetic work required around the newly fitted defibrillator. The current notice board on the roadside needs oiling or the wood surrounds varnishing. B.Corden knows someone who has volunteered to do this work.

PC Rep

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

Citing of any new PC notice board was discussed. It was agreed that any PC notice board being placed on the front of the building needs to be “in keeping” with our current notice board.

**Trustee  
J.Anderson**

**Internet:**

We have had problems with our internet which has affected all of Halberon High Street. Trustee, J.Anderson, has informed our provider Utility Warehouse who has raised a concern with Open Reach. We have been informed that repairs will be completed by the 31<sup>st</sup> July 2023.

**All Trustees**

We all agreed that we will not have an August meeting unless one is convened by either Chairperson.

**Meeting Closed: 9.07pm  
DONM: 19<sup>th</sup> September 2023**

Next meeting Tuesday 19<sup>th</sup> September 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 Repairs and Maintenance**
- 11 See additional points for consideration**
- 12 A.O.B:**

*Date of next meeting 17<sup>th</sup> October 2023.*

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

- Fire Alarm Action Plan update.
- Boiler update.
- Asbestos survey update.
- Mid Devon Show lease and Village Hall Sub-Committee update.
- Redecoration of the Main Hall and other restorative works.
- Kitchen Dish Washer.
- Apple Pressing Day.