

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held in the Jubilee Room 21st January 2020 at 7.50pm**

**Present**

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

**1. Apologies:**

J.Anderson.

**2. Election of Officers:**

It was proposed by J.Austin and seconded by D.Affleck that **B.Corden** be elected **Chairman**.

It was proposed by B.Corden and seconded by R.Stevens that **K.Browse** be elected **Vice-Chairman**.

It was proposed by B.Corden and seconded by K.Browse that **C.Graham** be elected **Treasurer**.

It was proposed by B.Corden and seconded by P.Graham that **R.Stevens** be elected **Secretary**.

*Unanimous*

**3. Public Forum:**

No issues raised.

**4. 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.

**5. Matters Arising:**

The cleaning of the outside of the building has been really well done by Pro Clean for a total price of £400.

**D.Affleck**

The purchase of a new coffee machine is still being investigated.

The Mid Devon Show rent increase has been agreed and the new rent amount will start in February 2020.

The new LED lights are now working in the main hall.

**6. Correspondence:**

The Chairman has received our annual insurance reminder from Allied Westminster. It was suggested, and trustees agreed, that we need to get a qualified surveyor to access our insurance to ensure we are not under insured in the event of a claim. It was further agreed that we contact the following surveyors:

Metham Ware  
Richard Stagg  
Richard Heatherington

**Chairman**

The Chairman has been in contact with Hilary Blinds for quotes for installation of various roller blinds in the Committee Room and Jubilee Room:

- Main window Committee room      £161.46
- Small window committee room      £113.07
- Entrance door glazing jubilee room      £72.72

**Chairman**

A second set of quotes would be desirable.

**7. Treasurers Report:**

The bank balances were as follows:

Santander	£26,749.35
HSBC Affirmative Account	£11,387.64
<b>Total</b>	<b>£38,136.99</b>

*NB All bills paid to date.*

*Treasurer has sent invoice to the History Group.*

*Treasurer will send an invoice to Saint Andrews Church; £50.*

**The Treasurer was asked to investigate getting a Halberton Village Hall debit or credit card.**

**Treasurer**

**8. Fundraising:**

*May Fayre and Duck Race:*

Initial research suggests Saturday 16<sup>th</sup> May 2020. This is to be confirmed at a later committee meeting. It was further suggested that this year we have a pig roast as well as burgers etc. We will need to get quotes for the pig roast.

**P.Grabham  
R.Stevens**

*Pudding Night:*

This event will happen and will be discussed in more detail at the February meeting.

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

*Over flow car-parking:*

The pathway to the orchard will be cleared soon. Over flow car-parking is very much our number one priority and is work in progress.

**P.Grabham  
K.Browse**

The loft space areas have “moved on” and the work is still work in progress.

**10. Hallmark Scheme:**

Our award of Hallmark 3 has been publicised in press releases in various newspapers as well as in our local newsletter and our website.

**11. Website Update:**

Approx 670 hits to date with many new visitors. More feedback still required. An on-line calendar is now ready to be released and all agreed we should do so. D.Affleck and C.Graham have agreed to become part of our website sub-committee.

**Website sub-  
committee**

Our WIX website subscriptions will need to be renewed in March 2020. It was proposed by D.Affleck and seconded by C.Graham that we renew our website subscriptions.

*Unanimous*

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

Mr P.Grabham has a large metal skip which we could help fill. The metal gate and post need removing and skipping as well as some metal items in the roof space.

**P.Grabham  
Chairman**

We need to reinstate the exit door from the rear of the Mid Devon show room. It was proposed by B.Corden and seconded by C,Graham that we ask Mr N.Cuthbert to clear the foliage leading to this door.

**Chairman**

*Unanimous*

*Meeting closed 9.02pm*

*DONM: 18<sup>th</sup> February 2020 at 7.30pm*

## **Additional Information for January meeting:**

- **Website sub-committee.**

*See minutes*

- **Charging for stage work. If agreed we will need to change our conditions of hire document and website bookings and prices page.**

*All agreed that we will charge £10 for reconfiguring the stage layout.*

- **Lights / heaters left on in the snooker, library and other rooms. Do we need to lock the inner door to the snooker room? Is there anything else we can do to encourage hall users to turn off lights etc. at the end of a hire?**

*All agreed that we will put up further notices encouraging / reminding hall users to comply with the above.*

*It was proposed by P.Grabham and seconded by D.Affleck that we investigate the use of motion sensors that will automatically turn off lights when no motion is detected.*

*Unanimous*

- **Navy roller blinds for the committee and jubilee rooms.**

*See minutes*

- **Invoice to Saint Andrews Church; deposit £50.**

*See minutes*

- **Invoice to History Group.**

*See minutes*

- **Renewal of the WIX website subscription and domain name.**

*See minutes*

- **Large skip.**

*Not yet required*

- **The cleaner checking the Village Hall daily?**

*It was proposed by P.Grabham and seconded by J.Canning that we ask our cleaner if she would be willing to do a daily check on various things to ensure we are not wasting money and are staying environmentally responsible as we can. The cleaner would add her hours to her normal bill.*

*Unanimous*

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

To be held on

**Tuesday 18th February 2020 at 7.30pm in the Jubilee Room**

## **AGENDA**

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of Last Meeting – 5mins**
- 4 Matters Arising – 5mins**
- 5 Correspondence – 10mins**
- 6 Treasurers Report – 10mins**
- 7 Halberton Village Hall website – 20mins**
- 8 Fundraising – 15mins**
- 9 Ongoing Development Project - 10mins**
- 10 Hallmark Scheme – 10 mins**
- 11 A.O.B – 15min**

*Date of next meeting 17<sup>th</sup> March 2020*

## **Additional Information for February meeting:**

- **Bee Hive in the orchard**
- **Apple tree pruning**
- **Loft space large room**
- **Website update with new features of contact us and calendar pages.**