

Halberton Village Hall Management Committee
Minutes of the meeting held in the Jubilee Room on the 18th April 2023 at
7.30pm

Present

R.Stevens, D.Affleck, C.Graham, R.Mayes, K.Browse.

1. Apologies : B.Corden, P.Graham and J.Anderson

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, D.Affleck.

4. Matters Arising:

Work on phase two of our fire risk action plan will be done on the 18th /19th May.

Enquiries regarding an asbestos survey is in hand and ongoing.

The projector and projector screen have been purchased and will need to be “put up”.

5. Correspondence:

None

6. Treasurers Report:

The bank balances were as follows:

Santander	£13,591.79
HSBC Affirmative Account	£47,128.31
Total	£60,720.10

All bills paid to date..

Bank interest rate is 3.6%. Paid £141.28

7. Website Update:

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

8. Fundraising:

The May Fayre and Duck Race will be held on Saturday 13th May 2023. Duck race tickets were given to Trustees present for selling. We have been given permission to use the duck pond for this year’s duck race. We have also been given permission to sell tickets from the farm shop car-park if any Trustee wishes to do so.

Posters of the event have been printed for display around the village.

The Secretary agreed to take care of the duck race whilst the Co-Chairperson, D.Affleck, will organise the food, bar, cream tea and bouncy castle.

Nb:

We need as many volunteers as possible to help on the day.

Secretary

Trustee J.Anderson

Secretary /
J.Anderson

All trustees

Secretary /Co-
Chairperson
D.Afflack

All Trustees

9. On-going Development Project:

**Trustee
P.Grabham**

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

**Treasurer
Co-Chairperson
D.Affleck**

The old commercial stainless steel fridge needs to be taken to Exeter ideally on a flat-bed trailer. This needs to be done by a licenced person / company. C.Graham will speak to Bob Saunders (Parish Council) and D.Affleck will make enquiries also.

10. Repairs and Maintenance:

**Trustee
K.Browse**

The toilet in the men's toilet has a leak and the plumber will get the necessary part(s) and do the job. The electric water heater in the men's toilet has been repaired. Trustee K.Browse will arrange for radiator valves to be checked.

11. A.O.B:

Secretary

It was agreed that we need to buy, for Village Hall kitchen use events (eg Quiz nights, BBQ) a food record hygiene book from Amazon for £3.99.

All Trustees

It was discussed at earlier meetings that we may need to replace our ageing boiler this summer. This needs to be discussed at the May meeting.

All Trustees

The Mid Devon Show lease has been found and locked in the safe. It was noted that the seven year lease expires in January 2024. This also needs to be discussed at our May meeting.

All Trustees

It was noted that the local election is on Thursday 4th May. The voting booths will be delivered the evening before and need to be set up in the main hall for a 6.00am start. **Anyone around on the evening of Wednesday 3rd May to help?**

Meeting closed: 8.12pm

DONM: 23rd May 2023

(Nb The fourth Tuesday in the month not the third as it clashes with a Parish Council meeting)

Next meeting Tuesday 23rd May 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 20th June 2023.

Additional points for consideration for the May meeting:

- Mid Devon Show lease.
- Feedback from the Duck Race / May Fayre
- Replacement boiler.
- Asbestos survey.
- Pressure washing (Proclean?)
- Outcome of food hygiene inspection.
- Demonstration of new projector by Trustee J.Anderson.