

Halberton Village Hall Management Committee
Minutes of the meeting held in the Jubilee Room on the 19th September 2023 at
7.30pm

Present

B.Corden, J.Anderson, C.Graham, R.Mayes, K.Browse, P.Grabham 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:

Item 10 - Repairs and Maintenance.

The PC Handyman, Mr David Williams, charges £21 per hour for his work. It was proposed by B.Corden and seconded by C.Graham that we instruct him to undertake some restoration work.

Unanimous

Item 11 - Other Restoration Work.

The original notice board, on the roadside front of the Village Hall needs repairing and the glass replacing. Our painter, T.Gibbs, will need to take the board off the wall, strip it down and repaint etc as well as getting the glass replaced, It was proposed by B.Corden and seconded by R.Mayes that once we have his quote, which has been agreed by the committee, we instruct him to proceed with the work.

Unanimous.

Item 11 - Redecoration of the Main Hall.

Our painter will be quoting for redecorating the main hall and painting the doors.

Item 12 - A.O.B:

The Parish Council want to place a new magnetic notice board alongside our notice board on the roadside front of the building. We have agreed to this and see that the board is "racing green" in colour which will need to change our noticeboard to match in colour.

5. Correspondence:

The Secretary has had an email from a Mr Andy Kemp, Food Hygiene Inspector MDDC, requesting we contact him to arrange a Village Hall Food Hygiene inspection visit. The Secretary will contact our Co-Chairperson, D.Affleck, who is leading on this.

The Treasurer has received a letter concerning rates re-evaluation. She has completed the necessary paperwork and we await their decision

6. Treasurers Report:

The bank balances were as follows:

Santander	£14,855.12
HSBC Affirmative Account	£47,601.29
Total	£62,456.421

All bills paid to date

PC Rep

**Co-Chairperson
B.Corden**

**Co-Chairperson
B.Corden**

**Co-Chairperson
B.Corden**

**Co-Chairperson
D.Affleck**

Treasurer

7. Website Update:

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

8. Fundraising:

The September quiz night was successful seeing saw numbers returning.

Apple Pressing:

This Saturday 23rd September at 11.00am. Setting up from 10.00am. The Methodist Church will do bacon sandwiches, tea's and coffee's. Trustee K.Browse will pick up the empty bottles and bottle tops this Thursday. Volunteers for picking apples this Friday please. Any monies raised will go toward the "community garden area". Any electronic payments must be made payable to the HCA and not go through the VH account. Trustee J.Anderson will test the Rotary e-card reader machine this Saturday.

All Trustees

9. On-going Development Project:

The area for our over-flow car parking spaces needs clearing. Trustee, P.Grabham, hopes to start this work as soon as possible. **Nb the soil will be taken and distributed to the area above the main orchard.**

Trustee
P.Grabham

10. Repairs and Maintenance:

Already minuted in agenda item 4 - matters arising

11. Additional points for consideration:

Fire Alarm Action Plan

The Secretary updated the committee re- the above. All work is now complete including a full systems test. Better signage and door intumescent strips will now need to be done. The Secretary will devise a fire evacuation policy document for consideration by all committee members.

Secretary

Asbestos Survey:

Trustees J.Anderson and R.Mayes updated the committee. We have a very comprehensive report showing that we a small areas of "not dangerous low grade asbestos". It was agreed that we will make the report available for anyone who wishes/ needs to see it and will monitor and update the survey every twelve months.

All Trustees

Boiler Update:

We have a new boiler system in place and up and running. However after a wide ranging discussion it was decided that we would ideally like to invite our boiler engineer to our October meeting as we have question requiring technical knowledge to answer. In the meantime it was proposed by K.Browse and seconded by R.Mayes that we purchase a lockable thermostat cover and invite our heating engineer to our October meeting.

Secretary /
Co-Chairperson
B.Corden

Unanimous.

MDS Lease Sub-Committee

11. Additional points for consideration continued:

Mid Devon Show and Village Hall lease sub-committees

The Sub-Committees are due to meet in the last week of October after our October VH meeting. It was generally felt that depending on the duration of the proposed new lease it would help shape our approach as to the expected changes the MDS may want to happen. At this point we are aware that a new heating system is necessary, a new partition wall, new carpet and removal of the existing bar are proposals for consideration prior to any such Sub-Committee meeting. The questions of heating costs and inflation rent increase needs discussion also. Trustee J.Anderson suggested that we use some of the October meeting time to discuss this and better prepare our Sub-Committee Trustees prior to their first meeting.

**Co-Chairperson
B.Corden**

Kitchen Dish Washer.

After twenty or so years it needs replacing.

**Trustee
J.Anderson**

12. A.O.B:

Internet.

Now up and running with the latest speed check of 7MB download speed. Trustee J.Anderson is pursuing a refund for the “down time” experienced.

**Trustee
P.Grabham**

Road side Signage.

Trustee P.Grabham will find out what is happening about our proposed roadside swinging signage and report back at the next VH meeting.

**Co-Chairperson
B.Corden**

Pressure washing and gutter clearance.

Co-Chairperson, B.Corden, will contact K.Garnsworthy of ProClean regarding the above work and report back at the next meeting.

Meeting Closed: 9.50pm

DONM: 17th October 2023

Next meeting Tuesday 17th October 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 21st November 2023.

Additional points for consideration for the October meeting:

- Reset the external timer lights to winter settings.
- Reset the lobby thermostat to winter settings.
- Discussion about MDS lease following our lease sub committee on the 2nd October.
- Redecoration of the Main Hall.
- Kitchen Dishwasher update.