

Halberton Village Hall Management Committee
Minutes of the meeting held in the Jubilee Room on the 21st March 2023 at
7.30pm

Present

R.Stevens, D.Affleck, C.Graham, J.Anderson, R.Mayes, K.Browse and P.Grabham.

1. Apologies : B.Corden

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:

Airband has been once again contacted regarding “free broadband for village halls”. We still await their reply and this is work in progress.

Trustee
J.Anderson

Work on phase One of our fire risk action plan (Mid Devon Show area) has been completed. BJ Hooper will be paid £600.

Treasurer

The Chairman of the parish council will “top-work” the apple trees by the end of the month.

All Trustees

5. Correspondence:

The Treasurer has been informed that our council tax remains zero pounds as in previous years.

All Trustees

A quote from BJ Hooper for £550 for phase two of our fire risk assessment action plan was discussed. It was proposed by R.Stevens and seconded by C.Graham that we accept this quote and ask for the work to be done as soon as possible.

Secretary

Unanimous

6. Treasurers Report:

The bank balances were as follows:

Santander	£13,038.30
HSBC Affirmative Account	£46,742.50
Total	£59,780.80

Unpaid bills yet to be settled.

Bank interest rate is 3.5%

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. The Secretary has contacted Ray.Radford who has “booked” the ducks and agreed to sponsor the event again this year. Ray has moved out of Halberton but will hopefully be able to set up the pond for the ducks as in previous years. Duck race tickets are being printed and will be given to Trustees for selling at the April meeting.

All Trustees

The last quiz night was not so well attended but hopefully will be back to normal soon.

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.

**Trustee
P.Grabham**

The old commercial stainless steel fridge needs to be taken to Exeter ideally on a flat-bed trailer. Trustee P.Grabham will try to remove before the May Fayre

10. Repairs and Maintenance:

The toilet in the men's toilet is leaking. The electric water heater in the men's toilet is leaking. Trustee K.Browse will arrange for a plumber to fix these problems.

**Trustee
K.Browse**

Projector and projector screen:

A 120 inch retractable projector screen is on offer from Amazon for £63.44p
A Blue tooth enabled ceiling mountable projector varies in price and quality.
It was proposed by J.Anderson and seconded by R.Stevens that we buy one screen and suitable projector within a budget of £750.

**Trustee
J.Anderson**

Unanimous

11. A.O.B:

PC Rep

The defibrillator will be moved at the parish council's expense.

New toilet seat fitted in the men's toilets (£15).

Two LED lights fitted in the men's toilets (£120).

**Trustee
C.Graham**

The Mid Devon Show need to update their electrical checks. It was uncertain who would pay for this to be done. I was agreed that we need to look at the lease for clarification.

**Trustee
J.Anderson**

Regulations may require us to have an asbestos register. It was agreed that we would contact Martin Rich from Devon Communities Together for advice.

All Trustees

Fire door holdback and closing systems were discussed. It was agreed that these devices, intumescent strips and signage be looked at once the main cabling and fire sensors were fitted throughout the building.

Meeting closed: 9.10pm

DONM: 18th April 2023

Next meeting Tuesday 18th April 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 A.O.B:**

Date of next meeting 16th May 2023.

Additional points for consideration for the April meeting:

- May Fayre and Duck Race advertising ie website, facebook, next door and posters etc.
- Replacement boiler?
- Health and Safety kitchen inspection and lost “record book”?