

Halberton Village Hall Management Committee
Minutes of the meeting held in the Jubilee Room 16th April 2019 at 7.30pm

Present

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

Member of the Public: Mr T.Payne

1. Apologies:

None.

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 Chairman.

4. Matters Arising:

The question of the coloured laserjet all in one printer was discussed. It was proposed by B.Corden and seconded by D.Affleck that the Secretary prices various suitable printers before the May meeting on the 21st May.

Unanimous

5. Correspondence:

See later agenda items.

6. Treasurers Report:

The bank balances were as follows:

Santander	£23,033.28
HSBC Affirmative Account	£11,327.75
Total	£34,361.03

All bills paid to date.

7. Fundraising:

Centenary Celebrations:

Due to the fact that it was impossible to know how many people would turn up it was really difficult to cater for this event. After a wide ranging discussion various Trustees agreed to bake scones and tray bakes and this, with cream, tea and coffee was deemed sufficient.

May Fayre and Duck Race:

Sold, and unsold, duck race tickets need to be returned to the Secretary by the weekend of the 4th / 5th May.

It was agreed that 150 burgers would be made available for the BBQ on the day. Rolls need to be purchased the day before. The Secretary will organise the duck race. A bar will be available. The possibility of a bouncy castle was discussed. It was agreed that an extra meeting could be called if deemed necessary.

The School wants to attend and raise funds by selling tea and coffee. The Church wants to come and sell cream teas.

Other fundraising activities:

It was suggested that we hold a pudding night perhaps in September. This will be an agenda item for the July meeting.

Secretary

Various Trustees

All Trustees

All Trustees

All Trustees

8. Ongoing Development Projects:

Attic space:

Treasurer

Partitioning and plaster boarding of the room in the attic space is now well under way. Mr D.Weightman has worked on this project for quite a few days and has used up many of his own materials. It was proposed by B.Corden and seconded by C.Graham that we pay Mr Weightman £300 as agreed at the March meeting.

Unanimous

Secretary

Lighting in this room is inadequate. It was proposed by K.Browse and seconded by P.Grabham that we buy LED lights and get them fitted.

Main Hall:

Chairman

The ceiling lights in the main hall need to be replaced with LED lights. The Chairman has obtained three quotes from electricians for the work. The committee discussed the quotes and decided to accept Mr Houricans quote of £1,139.46. It was proposed by C.Graham and seconded by D.Affleck that the Chairman contacts Mr Hourican to progress the work.

Unanimous

Nb: The Chairman will speak to Mr Hourican about the possibility of reclaiming the VAT on the components.

9. Hallmark Scheme:

Hallmark Sub-Committee

The Sub-Committee have agreed to meet on Wednesday 15th May in the committee room at 7.30pm in order to start work on our Hallmark 3 submission.

10. Village Hall website update:

All Trustees

The Secretary updated the Trustees about the latest website pages. Clicking on the feedback and suggestions link opens a page that will allow any visitor to post feedback for consideration by the committee.

Hallmark Sub-Committee

Clicking on the Trustees link at the bottom of the Home page will require a password (given to Trustees at the meeting) that will open a page of current works that we are doing in order to progress our development project(s). Many items on this page are necessary to satisfy Hallmarks 2 & 3.

11. A.O.B:

All Trustees

The family of the late Mrs Linda Lee, who had lived in our village for 65 years, presented a oil painting of the canal by Dudley Weatherley which had been owned by Mrs Lee. It was unanimously agreed that this should be hung in a safe place over the stairs in the Jubilee room. The painting will be properly acknowledged.

Chairman / Secretary

After a wide ranging discussion it was proposed by C.Graham and seconded by J.Austin that all regular hall users are sent a copy of the Halls terms and conditions document as well as a letter referencing the our fire evacuation procedures and the need for them to organise their own practice fire drill.

Unanimous

Chairman / Treasurer

The need to devise an inventory of key holders was mentioned.

Meeting closed: 8.55pm

DONM: 21st May 2019

Meeting of the Halberton Village Hall Committee

To be held on

Tuesday 21st May 2019 in the Jubilee Room

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of Last Meeting – 5mins**
- 4 Matters Arising – 5mins**
- 5 Correspondence – 10mins**
- 6 Treasurers Report – 10mins**
- 7 Fundraising – 15mins**
- 8 On-going Development Project - 10mins**
- 9 Hallmark Scheme – 10 min**
- 10 Website update – 10min**
- 11 A.O.B – 15mins**

Date of next meeting 18th June 2019

Notes to all Trustees consideration:

All in one colours wireless laser printer:

[HP M281fdw Multi-Function Wireless Colour Laser Printer £245.99 VAT included \(£50 cashback possible\). Approx £300 to replace all cartridges.](#)

[BROTHER DCPL3550CDW All-in-One Wireless Laser Printer £280 VAT include? \(10% discount possible\) Again assume about £300 to replace cartridges.](#)

[Brother DCP-L3550CDW A4 Colour Multifunction LED Laser £282.42 VAT included? Again assume about £300 to replace cartridges.](#)