

Halberton Village Hall Management Committee
Minutes of the meeting held in the Jubilee Room on the 28th May 2024 at
7.30pm

Present

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

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, D.Affleck.

4. Matters Arising:

Display cabinet problem is on-going. The Chairman will contact Mr T.Gibbs.

Trustee, K.Browse our VH / MDS contact person will “chase up” the outstanding £45 for Feb, March and April rentals.

The problem of non-payment of the service charge over the last number of years is on-going.

Trustee, K.Browse, has purchased the MDS steps “edge strip” which will be fitted by our handyman.

The A4 laminator and the ET-4700 print head cleaning kit as been purchased.

5. Correspondence:

We have received our premises licence which will need to be displayed in prominent places around the building.

6. Treasurers Report:

The bank balances were as follows:

| | |
|--------------------------|-------------------|
| Santander | £ 5,573.26 |
| HSBC Affirmative Account | £49,448.12 |
| Total | £55,021.38 |

All bills paid up to date.

7. Website Update:

We have had further bookings, via our website, since the last meeting. It was once again noted for the need to remove individual Trustees from payment of our website and domain accounts.

Chairman

Trustee K.Browse

All Trustees

Trustee K.Browse

Chairman

Chairman

8. Fundraising:

Hopefully Mr D.Hand will serve at the bar in place of Trustee J.Anderson at this Saturdays quiz night?

Trustee
P.Grabham

9. On-going Development Project:

Over-flow car parking spaces needs clearing. Trustee, P.Grabham, hopes to start this work as soon as possible.

Chairman

10. Repairs and Maintenance:

The small kitchen fridge appears not to be “cooling”. This needs checking.

11. Additional points for consideration:

- *Feedback from May Fayre and Duck Race 2024*

We were once again blessed with good weather. Some discussions regarding next year’s event in terms of rooms and organisations using the rooms. Credit card machine worked well.

Rough profit:

| | |
|--------------|-------|
| Duck Race | £800 |
| Bar | £100 |
| Food | £200 |
| Sponsorship | £300 |
| Approx Total | £1400 |

- *Fire Risk Assessment and associated concerns.*

The solar panel inverter has been looked at by our electrician. The electrician explained that the inverter requires no maintenance. A quote for solar panel servicing is on-going.

Trustee R.Meyes

Trustee R.Meyes, outlined a range of quotes for replacement of our gas run cooker and extraction system. It was clear that replacing our gas system with another gas extraction system was expensive, undesirable and of course environmentally unfriendly. After a wide ranging discussion it was proposed by K.Browse and seconded by J.Anderson that we move away from gas and instead install an electrical system. (Hob?)

Unanimous

Nb This may enable us to apply for a grant?

Trustee R.Meyes

Upgrades to various items identified in our original fire risk assessment was outlined by Trustee R.Meyes. A quote from PasProtec South West of £1,200 + VAT (49 items) was seen by all as very reasonable.

Chairman

The Chairman knows someone who has CAD software who might be able to draw up plans outlining the locations of various fire appliances.

- *The “Shed”*

After a wide ranging discussion it was proposed by D.Affek and seconded by K.Browse that Trustee R.Meyes dismantle and remove the shed and give a donation of £50.

Unanimous

11. Additional points for consideration:

Trustee K.Browse

- Removal of final bits of rubbish in the “attic space”.
Trustee, K.Browse, will organise the removal of larger bits of rubbish.

All Trustees

- Paperwork sorting.
On-going. Filing cabinets required.

Treasurer

- Apple tree pruning.
Treasurer has contacted the person. The request to use our orchard for apple pruning training was looked upon very favourably.

**Trustees K.Browse
and P.Grabham**

- The problem of rusty water.
Rusty water still running down the wall alongside the main entrance door. This needs to be investigated.

Secretary

- Committee having a round table discussion on the next stage of improvements to our hall.
The secretary will email all Trustees a useful link as a good starting point for our discussions.

12 A:O:B:

Trustee K.Browse

Our round tables need replacing. Five foot tables were preferred as they easier to move. Trustee, K.Browse, will source prices.

Trustee R.Meyes

Various fire extinguishers need to be purchased. A break glass point is needed in the attic space.

The cleaner’s cupboard ideally needs to be cleared of chemicals and flammable materials.

Chairman

The first aid box needs checking and updating,

Hot water was left running in the Jubilee Room.

Meeting Closed 9.40pm

DONM 16th July 2024 (*unless a special meeting is called.*)

Next meeting Tuesday 16th July 2024 at 7.30pm in the Jubilee Room.

AGENDA

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of the 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 Additional points for consideration**
- 12 A.O.B:**

Date of next meeting 20th August 2024.

Additional points for consideration for the July meeting:

- The problem of the kitchen serving hatch.
- Light in the Jubilee Room.
- Light bulb gone in the hallway to the main toilets.

