

Halberton Village Hall Management Committee
Minutes of the meeting held in the Jubilee Room on the 19th October 2021 at
7.30pm

Present

B.Corden, T.Payne, R.Stevens, D.Affleck, C.Graham, J.Anderson, C.Bending, K.Browse and P.Grabham.

1. Apologies : None

2. Public Forum: Nothing to report.

3. Minutes of last meeting:

The minutes were read by members and after one amendment all accepted these as a true record of proceedings and the minutes were duly signed by the Chairman.

4. Matters Arising:

The VH laptop has not yet been purchased.

Secretary

After water damage some of the carpet and underlay in the Mid Devon Show room will need to be replaced. This is the Village Halls responsibility.

Chairman

5. Correspondence:

The Chairman has obtained two quotes for replacing the door and window in the Mid Devon Show room with plastic fitments.

Victoria Windows:

£1970 - **including VAT**

Plaztech:

£1690 - **NOT including VAT**

Mr T.Gibbs:

£1575 - **including VAT** (*Awaiting new quote*)

It was proposed by B.Corden and seconded by C.Graham that we accept the Victoria Windows quote and the Chairman will instruct them to do the work.

Unanimous

Chairman

6. Treasurers Report:

The bank balances were as follows:

| | |
|--------------------------|-------------------|
| Santander | £51,852.55 |
| HSBC Affirmative Account | £11,456.87 |
| Total | £63,309.42 |

All bills paid up to date.

7. Website Update:

We have had further bookings, via our website, since opening.

Trustee, D.Affleck will assist the Secretary in the updating of our website.

Secretary

The Secretary will update the website and remove some of the references to COVID19 which are now out of date.

All Trustees

The Secretary asked all Trustees who find any website errors / amendments to email the Secretary with page links and information outlining what needs to be changed.

| | |
|---|---|
| All Trustees | <p><u>8. Fundraising:</u> Queens 70th anniversary coming up. Thursday 2nd June and Friday 3rd June plus the weekend. The Village Hall will take part in any community celebrations.</p> |
| Trustee P.Grabham / All Trustees | <p><u>9. On-going Development Project:</u> <i>Hanging roadside sign.</i> Trustee, Mr P.Grabham, updated the committee with the latest information. The committee looked at two signs; white words and swans on a black background and black words and swans on a white background. It was proposed by J.Anderson and seconded by C.Graham that we have the white words and swans on a black background. 8 <i>In favour</i> 1 <i>Abstention (T.Payne)</i></p> |
| Trustee P.Grabham | <p>Proposal passed. <i>Nb The possibility of orange swan beaks was mentioned.</i></p> |
| All trustees | <p>Tarmacking of drive outside of the Jubilee Room is work in progress. Quote for tarmacking required.</p> |
| Chairman / Secretary / Bookings Secretary | <p>Eric Grant, who has sadly passed away, has donated various garage tools for use in the Village Hall. The equipment is in place.</p> |
| HHG Rep / All Trustees | <p><u>10. A.O.B:</u> <i>Keys Policy:</i> The actual policy was agreed at the September meeting and distributed to all Trustees for them to consider. As agreed by Trustees it is now necessary to devise a system for storing and updating key holders names, address', emails, tel nos etc. <i>Halberton History Group - Discussion document:</i> The document was distributed to all Trustees prior to this meeting. After a wide ranging discussion it was agreed that the HHG rep reports back to the HHG committee suggesting they involve the HCA and other bodies in order to raise the necessary funds. Once progress, or not, has been made our committee will discuss this again.</p> |
| Chairman | <p>The Chairman will speak to known people who are parking their trailers / vehicles in our car park overnight without express permission of the committee.</p> |
| Trustee C.Bending | <p>It was proposed by B.Corden and seconded by K.Browse that Trustee C.Bending be allowed to buy new kitchen tins up to the value of £30.</p> |
| All Trustees | <p>It was agreed that, at the November meeting, we need to discuss whether we place a charge on any hirer who leaves hall facilities in such a way that it requires cleaning or clearing up by other people.</p> |
| | <p>Meeting closed: 8.55pm DONM: Tuesday 16th November 2021</p> |

Next meeting Tuesday 16th November 2021 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 A.O.B:**

Date of next meeting 18th January 2022.

Additional points for consideration for the November meeting: