

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held in the Jubilee Room on the 16<sup>th</sup> April 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:**

No Barn Owl boxes.

The Secretary has uploaded the annual accounts on the Charities Commission website.

**5. Correspondence:**

Trustee, K.Browse our VH / MDS contact person, has received a letter from the Chairman of the Mid Devon Show acknowledging that their basic rent plus service charge has changed to £356.92 from May 2024. This figure includes £45 service charge. Backdated amounts for February, March and April need to be paid (They have paid £90 of the £135). The date of the annual service charge statement needs to be added to our 5 year calendar.

Trustee K.Browse

Secretary

It was proposed by K.Browse and seconded by R.Mayes that the carpeting, to finish the steps in the MDS room, be done by our handyman. In addition our handyman will be asked to look at some form of edging on the bottom of the door leading to the stairs and toilets to help hold back any potential water ingress we have had before.  
*Unanimous.*

Trustee K.Browse

Treasurer

The Treasurer has received correspondence from Ian Campbell (Beavers and Cubs representative) outlining their willingness to help provide activities at our May Fayre. Ian attended the meeting and after a wide ranging discussion it was concluded that he will contact our Treasurer outlining what activities they could offer on the day.

**6. Treasurers Report:**

The bank balances were as follows:

Santander	£ 4,409.71
HSBC Affirmative Account	£49,448.12
<b>Total</b>	<b>£53,857.83</b>

*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.

All Trustees

**8. Fundraising:**

**All Trustees**

- Duck race tickets passed out to Trustees for selling. Unless otherwise informed all tickets will assume to have been sold with completed “backs” returned to the Secretary at least 5 days before the 11<sup>th</sup> May. Any money to be given to the Treasurer.
- Walter H Squires & Son is sponsoring this year’s duck race (£300 in total)
- Trustee P.Grabham has confirmed that the Farm Shop is happy for us to use the duck pond for this year race and as further confirmed that we can sell duck race ticket in their car-park on Saturday mornings the 27<sup>th</sup> April and the 4<sup>th</sup> May.

**Trustee R.Mayes  
Secretary  
Chairman  
???????**

27 <sup>th</sup> April	9.00am - 11.00am	R.Mayes
27 <sup>th</sup> April	11.00am - 1.00pm	R.Stevens
4 <sup>th</sup> May	9.00am - 11.00am	D.Affleck
4 <sup>th</sup> May	11.00am - 1.00pm	????????

**Secretary  
Trustee R.Mayes**

- The Secretary has arranged for a local Street or Graffiti artist (Stuart Barrie) to give a live demonstration, in the car park, of a duck race picture “sprayed” on a 8 \* 4 plywood sheet. He is very talented and will do the work free of charge (replace his used cans of spray paint). The Secretary has been in contact with Homebase who will give us an 8 \* 4 sheet of plywood. We will need to “pick it up” beforehand. Trustee R.Mayes may be able to help. Needs to pick up the sheet at the start of May.
- We need to try the electronic card reader at the farm shop and duck pond before the 11<sup>th</sup> May.
- Due to social media this year’s duck race is truly international as we have already sold tickets to people from the Isle of Mann and from Australia.
- All other preparations for the duck race will be taken care of by the Secretary and his neighbour D.Weightman.

**Treasurer**

The Treasurer will contact Derek Hand and Lee Davis to see if they are able to clear the duck pond of any weed before the race day.

**Chairman**

Let’s Bounce Devon has low height bouncy castle for hire at £65. The Chairman will contact them.

**Various Trustees**

Food and drink for the day is “in-hand”. Trustee P.Grabham has agreed to supply the burgers at £1 per burger. Selling price to be the same as last year.

All agreed that we will not hold a draw this year or be selling cream teas, tea or coffee but feel this may be a fund raising opportunity for other organisations running activities or selling from stalls on the day. The Beavers, Church and School came to mind.

Trustee  
P.Grabham

**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.

Treasurer  
Chairman

**10. Repairs and Maintenance:**

The roadside display cabinet is “jammed” and is probably “paint jammed”. The Treasurer will get the telephone number of Terry Gibbs who repaired the notice board. Once we have the number the Chairman will contact Mr Gibbs.

All Trustees

**11. Additional points for consideration:**

- Committee having a round table discussion on the next stage of improvements to our hall.

After a wide ranging discussion it was agreed that this should be a major item for a future meeting as our funding priorities and the future direction of the Hall in terms of its improvements / expansions etc.

Secretary

- Purchase of VH laminator.

All agreed to this purchase plus the purchase of laminator sheets.

Secretary

- ET-4700 Head cleaning kit. (Approx £8 from Amazon)

All agreed to this.

Trustee R.Mayes

- Fire Risk Assessment and other Health & Safety issues.

Trustee, R.Mayes, outlined to the committee the findings of our recent Fire Risk Assessment with action points and suggested timescale for the work(s), **Page 44 of the circulated document. Some of the action points were “minor” whilst others “major”**. Trustee R.Mayes will formulate a prioritised works action point document in readiness for our next meeting in May. One action point was highlighted and all Trustees felt needed urgent attention – solar panels maintenance and service. The panels have been in for about 8 years and no checks have been done especially to check if the converter is working properly. Trustee R.Mayes will get 3 quotes for works on the solar panels associated parts and present the quotes to the Trustees for consideration at the May committee meeting.

Trustee R.Mayes

Trustee K.Browse  
All Trustees

**12 A:O:B:**

Trustee, K.Browse, has been working on identifying and logging the numerous keys we have for the function of the Hall and its associated buildings. A key safe has been fixed to a wall in what is now our bar or old kitchen. This safe is password protected and will contain all of the keys necessary for the working of the Village Hall.

As a result of the above discussion it was suggested that we need to move the cigarette box outside our new kitchen. This is to be discussed further at a future meeting.

All Trustees

Trustees, K.Browse and R.Stevens, have started taking rubbish to the tip from the loft room. More rubbish still needs removing.

Meeting Closed 9.40pm  
DONM 28<sup>th</sup> May 2024

Next meeting Tuesday 28<sup>th</sup> May 2024 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 Additional points for consideration**
- 12 A.O.B:**

*Date of next meeting 18<sup>th</sup> June 2024.*

**Additional points for consideration for the May meeting:**

- Feedback from the May Fayre and Duck Race 2024.
- Fire Risk Assessment with associated action points. Three quotes for solar panel maintenance and servicing. **(Trustee R.Mayes)**
- The “shed”
- Removal of the final bit of rubbish.
- Paperwork sorting.
- Apple tree pruning.
- The problem of rusty water.
- Committee having a round table discussion on the next stage of improvements to our hall. **(All Trustees)**.

