

**The Davis Hall, West Camel**  
*Registered Charity Number - 1070729*  
Howell Hill, West Camel, Yeovil, Somerset BA22 7QX

**MINUTES** of the meeting held on Friday, 6 December 2019.

**PRESENT:** Lena Morgan (Chairman); Alison Stevens; Mary Gordon; Kim Bailey; Rob Gordon; Peter Agland; Sue Agland; Jenny Down.

**APOLOGIES:** Carol Mellish; Simon Mellish; John Saunders; Jean Cowan; Kate Kirkham; Graham Wreford(founder); Peter Naylor.

**Founder members not in attendance:** Derek Street; Peter Moore; Bob MacLellan.

20:22 **MINUTES** of the previous meeting held on 4 October 2019 had been circulated. They were agreed to be an accurate record and signed accordingly.

**20:23 TREASURER'S REPORT**

|                                   |                    |
|-----------------------------------|--------------------|
| Bank current account balance      | £ 2,968.56         |
| Base rate savings account balance | <u>£ 17,108.29</u> |
| Total funds                       | £20,076.85         |

Reminders regarding the proposed price increase from January 2020 had been circulated with the November invoices. Kate will be updating the website.

An updated list of proposed works will be circulated.

**20:24 BOOKINGS**

The village pantomime and the St Michael's Scottish Dancers had a clash of bookings on Thursday, 23 January 2020 but the dancers have now moved to the Wednesday evening so the panto can go ahead.

The Christmas show, which had been due to take place in the hall on Christmas Eve has had to cancel due to the low number of ticket sales.

No further bookings are to be accepted from the Young Farmers, owing to the state the hall was left in after their last event. Kim proposed a gratuity payment to Lena, seconded by Alison, in lieu of the hours spent clearing up. All agreed.

Mary had received a call on Sunday morning to open up the hall for a booking.

There had been nothing on the bookings about a Scottish Dancers' event, which had been attended by 50 people. Lena had cleared up a mess left in the ladies toilets after weekend bookings.

Polling booths for the forthcoming elections had been delivered to the hall on Wednesday and were being stored in the extension area. No date was given as to when they will be collected.

**20:25 CARETAKING, MAINTENANCE AND REPAIRS**

Care of the hall floor - Mary had organised for a representative to attend the hall next Wednesday to assess the state of the floor and provide a quote for what needs doing. This is for the bi-annual clean/polish, which takes 2 days and may disrupt some lettings. As the stage extension is to be raised in early January for the pantomime the floor would not be done until nearer the end of that month.

Hall laptop - the aging Davis Hall laptop has started making a humming sound when interacting with the sound system. The Parish Council have recently replaced their laptop and offered the old laptop as a replacement for the hall. It had been successfully tested on the sound system. The Davis Hall would pay the cost of having the laptop re-programmed at £50, plus a further £10 to install Windows 10 and Microsoft Office. Steve Carpenter had agreed to do this and also mentioned that he could probably get £25 for the hall's old laptop if it was sold for parts. Kim proposed, and Alison seconded, that this should go to the Parish Council as they were not charging us for their old laptop. All agreed.

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Despite the outside lights being attended to by Simon, one still appeared to be not working. This would be looked at.

Thermaglaze had been in and replaced the blown panel in the fire doors on the south side of the hall, and sorted the issue with the door nearest the chairs not closing. Since their visit a further two panels had blown, both on the western elevation. This would be added to the repairs list. It was agreed that, although a discussion had been had about replacing the front doors, this would not be done until the current doors fail.

A temporary cleaner is required to provide cover for David while he is absent on compassionate grounds. David would like to return but is unsure when at this time. It was suggested that a village email be circulated for someone to cover 2 hrs a week, but also investigate using a commercial cleaning company once a month. Mary agreed to email Odcombe and find out who they use. Mary also agreed to ask her current cleaner if she would be interested before sending the general email around the village.

A quote of £3,331.20 had been received from Ryban Electrical regarding updating the hall lighting and installing motion sensors in the toilets. This has not been accepted but the required emergency lighting for the committee room had been installed by the same company and an invoice would follow. A price is also needed to update the kitchen lighting. This was not considered urgent but will need doing so to be added to the maintenance list.

## 20:26 USER GROUP COMMENTS

Pantomime rehearsals were reported to be going well and the stage extension will be raised after the New Year to be in place for about 3 weeks. An A-frame advert is to be placed on the village green area, near the West Camel sign.

An email (693) had been received from Derek regarding the projector being left on. Mott MacDonald had been in the hall. Kim would check to see if they had been charged the £12 for its use. Their invoice had been paid promptly. The provision of controls for the sound and lighting equipment to be sighted at the stage end of the hall is still ongoing. Chris Kirkham is dealing with this. Information regarding the SSDC Community Grant Scheme had been forwarded to us by the Parish Council. An application might be a possibility toward the costs. Kim would bring this to Chris' attention.

Peter reported that the new chairman of the Gardening Club is Helen Hunt from Slow Court, and the new secretary is Ann Gant from Urgushay.

The Thornford dancers had mentioned to Lena that the hall floor had 'not been up to standard', and several members had gone home. The hiring had taken place after the Young Farmers event. Although the floor had been cleaned there had not been enough time to polish it. It was agreed to give the dancers a free session as compensation.

Following an email from the parish clerk, it was agreed that the north side of the driveway be roped off to discourage vehicles from being parked there for the Railway Club event, which is due to take place on Saturday, 28 December 2019. This will prevent the newly sown area from being churned up.

Simon had installed a pole by the container to stop people parking too close to the doors and obstructing access.

## 20:27 ANY OTHER BUSINESS

A copy of the full report of the Fire Risk Assessment was now available. Mary had prepared a synopsis of the relevant points. The following immediate issues have been dealt with:-

- Posters showing exits updated
- Emergency lighting installed in committee room
- 'Mind the step' sign in extension.

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A sign indicating the meeting points is still to be done outside.

There are PR lights over all the doors except on the western elevation. This will be looked at.

There should be a 'fire marshall' present at every event. It was agreed that a one page leaflet will be included with the hire agreement detailing what is required and designating the hirer as the person responsible in the case of fire.

Regular hirers should be offered training, which can be done online.

Kim raised the matter of PG Fire and Security's latest report still stating that the hall is 'not compliant'. The 'noise-making' alarms should have flashing lights for those who are hard of hearing and the system is not connected to a call centre should it be activated whilst the hall is not in use. The insurance policy states that we only have a manual system. Kim agreed to inform PG that a full Fire Risk Assessment has now been carried out and send them a copy if required. There were no 'red' action points requiring immediate attention. 'Yellow' action points need to be dealt with within 3 months. The following items will need addressing:-

- Fire blanket needs clear space underneath;
- A spreadsheet to be set up to record PAT testing;
- The extinguishers on the gallery and in the extension are too big;
- The ladders on the stage need to be moved away from the extinguisher;
- External lighting on the western elevation.

Kim reported that the issue with the FiT tariff communications appeared to be resolved and were now being sent to the correct address.

Lena proposed a vote of thanks to Simon for organising the emergency lights, and 'buffing' the main hall floor.

Cullingfords had once again been called upon to deal with 'bubbling' in the foyer flooring. It was felt that the flooring was not the same quality as what had been laid previously. It is difficult to clean and marks easily and is unlikely to last as long as the previous flooring. Mary asked Kim if she could check the invoice.

Brian Broomfield had enquired about the possibility of tiered seating, which has been put on hold and moved to the bottom of the 'wish list'. There are issues with storage, parts going missing and the use of it being abused.

The Thursday morning post office will be open on 2 January 2020 but not Boxing Day.

A discussion took place regarding the water heater and it was agreed that it should be left on. No significant difference had been noted regarding the electricity usage.

An email had been received from 'Ethical Angels' (694), which is a web-based service that gives access to employee volunteers with different skills. It was agreed that this was not appropriate for the Davis Hall.

50 plastic glasses have gone missing from the hall and will need to be replaced. It was unclear as to what may have happened to them.

Derek had emailed to say he has 'borrowed back' the light from the gallery and replaced it with another.

Alison mentioned details regarding a permeable paving solution from Sudstech, which had been passed on by the parish clerk. It was agreed that the path through the play area be left as it is for the time being.

There being no further business the meeting closed at 18:45.

**DATE OF NEXT MEETING - 7 February 2020 - 5.30pm**