

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

MINUTES of the meeting held on Friday, 4 June 2021.

PRESENT: Lena Morgan (Chairman); Alison Stevens; Mary Gordon; Kim Bailey; Rob Gordon; Peter Agland; Sue Agland; Carol Mellish; John Saunders; Jean Cowan.

APOLOGIES: Janet MacLellan; Kate Kirkham; Jenny Down.

22:01 **MINUTES** of the previous meeting held on 2 October 2020 had been circulated. They were agreed to be an accurate record and signed accordingly.

22:02 ELECTION OF OFFICERS

All the officers were re-elected unanimously. Alison will now be the 'Secretary', with the amalgamation of the 'Meetings Secretary' and the 'Admin Secretary' roles which had been created during an extended 'hand-over' period.

22:03 DECLARATIONS OF ACCEPTANCE OF OFFICE

A document was made available for signing by all the trustees present. Those not in attendance would be requested to sign at the first opportunity following this meeting.

22:04 TREASURER'S REPORT

Bank current account balance	£ 2,050.35
Base rate savings account balance	<u>£ 31,944.50</u>
Total funds	£ 33,994.85

The PPL/PRS music licence company are insisting we pay from when we were closed. The fee is based on the hall income, but does include the grants we have received. As both Headway and the Rescue Dogs support groups have been using the hall over the Covid-19 lockdown, PPL/PRS are insisting that we were 'open' and must therefore pay for the full term. Kim has held a lengthy email exchange with the company explaining that the hall was closed and the 2 groups were only using the hall as they act in a 'support' capacity where no music had been played.

Kim asked if there was anyone she could consult who might have had this issue. It was agreed to try CCS (Community Councils for Somerset) in their role as support for community buildings.

22:05 BOOKINGS

Headway will not be continuing the Tuesday morning sessions, as they had found an alternative that they can hire for the full day. They will continue with Fridays. It was agreed not to charge for the April sessions, which had not run, although Headway had not let us know until later.

22:06 CARETAKING, MAINTENANCE AND REPAIRS

David Torrance is cleaning again with effect from Monday, 24 May 2021.

A full electrical check will be required this year - it was actually due last month. The contact for this is Mr Reed, who will also be able to let us know about any equipment that will need PAT testing.

It was reported that the driveway fencing had been cut the road side of the gate access. It has been temporarily repaired but needs something more substantial, with replacement post and rails between the Davis Hall entrance gate and the field gate on the right-hand side as you enter the driveway.

The driveway entrance will be closed on 10 June 2021 between 12:00 and 20:00 to enable SCC contractors to relay new kerbings and resurface as part of the village traffic calming scheme. Kim has liaised with those hiring the hall so they are aware.

The blown window panes have now all been done.

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It was agreed to start thinking about replacing the chairs again.

The new sound and lighting equipment has been ordered and paid for. The fitter is awaiting delivery and will liaise with Kim/Barry regarding suitable times to access the hall. He is prepared to work around lettings where necessary. It is hoped that the new projector will be able to be installed before the next film night at the end of the month!

Kim and Kate had been to look at another hall which operates an automated booking system. However, the system they viewed would not permit people trying to book the hall to see how much it would cost unless an invoice was raised. It was felt this would not be suitable so further investigation will be made in 12 months when potential systems may have improved.

Alison will research the cost of 3-4 drawer, lockable metal cabinets for storage purposes.

22:07 CORRESPONDENCE

Alison had received a letter from Amazon Smile. This was discussed and not considered appropriate.

The ICO had confirmed that Mary Gordon is our designated data protection officer (DPO) until April 2022. Mary is happy to continue in this role until then when it will need to be changed. Uploading the minutes to the Hall website is currently done by Mary but she agreed to show Alison how to keep this up to date.

22:08 USER GROUP COMMENTS

Lunch Club - it has been planned to trial a supply of meals from the Walnut Tree on a monthly basis, the first one being in June. The food will be cooked at the pub and delivered to the hall. A price had been agreed of £5/head, which means the cost to diners may well be £7 to include hall hire etc. Lena will oversee this at the moment, with Jo Elliott potentially taking it on. Jo is currently being trained to run the coffee mornings. The original Lunch Club will formally close and any residual money donated to the hall funds.

John asked about starting Cool Country again. At the moment they have their first booking for August 2021. However, as this is a music group we await further guidance with regard to the Covid-19 restrictions.

Western Dancers have started back on Tuesdays having currently had 3 meetings.

The Railway Club are now meeting on both Wednesday afternoons and Saturday mornings.

Short Mat Bowls - hoping to start again in September.

There were no other user group comments.

22:09 ANY OTHER BUSINESS

Kim wished to pass our thanks to the Parish Council who have once again this year agreed to cover the cost of both fuel and insurance for the mower.

Alison let the meeting know that the hall policies had been reviewed and updated as appropriate. The 'Safeguarding and Vulnerable Users Policy and Procedures' and been re-written using information and guidance from both the ACRE and HMRC websites. Copies of the updated policies will be available in the usual file kept in the kitchen.

PLEASE NOTE - the date of the next meeting will be **Friday, 6 August** 2021 at 5.30pm.

There being no further business the meeting closed at 18:51.

DATE OF NEXT MEETING - 6 August 2021 - 5.30pm