

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

MINUTES of the meeting held on Friday, 7 June 2019 immediately following the Annual General Meeting.

Present: Kim Bailey; Alison Stevens; Mary Gordon; Lena Morgan; Kate Kirkham; Rob Gordon; Peter Agland; Sue Agland; John Saunders; Jenny Down; Carol Mellish; Simon Mellish; Jean Cowan.
Joan Saunders; Sally Palmer.

Apologies: Kathy Miller-Hunt; Peter Naylor; Derek Street; Graham Wreford; Peter Moore; Bob MacLellan;.

20:01 **Minutes** of the previous meeting held on 6 April 2018 had been circulated and were agreed to be an accurate record and signed.

20:01a Election of Officers -

As Brian had stepped down as Chairman and a Trustee, Lena Morgan was nominated by Mary Gordon, seconded by Simon Mellish, and unanimously agreed upon to be the new Chairman.

Chairman - Lena Morgan.

Vice-Chairman - Kathy Miller-Hunt

(to be confirmed as not present at the meeting).

Treasurer - Kim Bailey

(proposed - Lena Morgan; seconded - Simon Mellish)

Meetings Secretary - Alison Stevens

(proposed - Mary Gordon; seconded - Kate Kirkham)

Admin Secretary - Mary Gordon

(proposed - Alison Stevens; seconded - Pete Agland)

Booking Secretary - Kate Kirkham

(proposed - Simon Mellish; seconded - Sue Agland)

20:01b **Declaration of Acceptance of Office and GDPR** - a document was circulated for signing by all trustees present.

20:02 Treasurer's Report

Bank current account balance	£ 2,571.88
Base rate savings account balance	<u>£13,278.95</u>
Total funds	£15,850.83

There were currently two outstanding invoices regarding hirings:-

1. Rachel Shore (private party £34) - Kim had been assured Rachel would pay upon returning from holiday. Two chasers had subsequently been sent.
2. Radio Club (5 bookings during March £40) - Bob Harris from Galhampton has not been well. Simon agreed to pass on a reminder invoice via Pete Tilbury.

The Trustees agreed that Kim should try two further chasers with Rachel for the outstanding £34 and, if nothing is forthcoming, write the amount off as a bad debt. No further bookings would be taken from Rachel Shore.

The booking process is working well with Kate taking the bookings and issuing the hire agreements and Kim raising the invoices.

20:03 Bookings

Kate reported plenty of bookings into 2020 and beyond.

There had been a report of the gate not being locked properly but mostly there were no issues of concern. IT for online bookings had been considered, such as 'Hall Master'. The Trustees agreed this should be investigated further and potential costs examined. A sub-committee would be formed to look at requirements and software available. Kate K; Kim B; Mary G; and Lena M agreed to action this.

20:04 Caretaking Maintenance and Repairs

This item was covered at the AGM. Further items were raised as follows:-

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Simon asked about the policy for paying bills regarding larger projects, such as the replacement flooring. He felt that the completed work should be checked before final bills are paid. A 'bubble' that had appeared in the flooring near the cleaning cupboard is to be dealt with.

A circuit board in the kitchen water heater had been replaced under warranty. Richard Hooper had kindly given his time free of charge - ALS to write a letter of thanks.

The additional blind is to be fitted on Tuesday. The question was raised regarding the additional cost. Also, MG to enquire as to whether there is a way to secure the blinds when windows and doors are open.

The Kitchen door had been done earlier that day.

The Parish Council had asked that the verge to the top side of the driveway be re-instated where the Water Board had been digging. ALS agreed to write to Wessex Water regarding the works that had taken place on Howell Hill and explain that we are now unable to mow the visibility splay at the driveway entrance to the hall.

20:05 CORRESPONDENCE

There had been no further correspondence, other than those items already discussed above.

20:06 USER GROUP COMMENTS

MG had reviewed the current hall policies to see if anything needed changing or updating. An addition had been suggested for the Hiring Policy as follows:-

'While occasional booking fees can be set at the Booking Secretary's discretion, best practice demands that there should be a discussion with the Treasurer and one other Trustee before the rate is altered from the regular booking rates.

Occasions such as wakes, charity events and emergencies are the most usual events to fall into this category. Anyone borrowing equipment is asked for a donation and is expected to pay for the replacement of any breakages.'

All policies were reviewed and the addition to the Hiring Policy agreed.

20:07 ANYTHING TO BE DISCUSSED BEFORE THE NEXT MEETING

The timing of the meetings was discussed as Peter Naylor had mentioned he was unable to make the earlier time of 5.30pm due to other commitments. As the majority of the Trustees were able to make the earlier time it was agreed to continue the meetings at 5.30pm where possible.

DATE OF NEXT MEETING - 2 August 2019 - 5.30pm

Meeting closed - 18:42