

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

**MINUTES** of the meeting held on Friday, 2 August 2019.

**Present:** Lena Morgan (Chairman); Kim Bailey; Alison Stevens; Kate Kirkham; Peter Agland; Sue Agland; John Saunders; Jenny Down; Simon Mellish; Peter Naylor;  
Joan Saunders.

**Apologies:** Mary Gordon; Rob Gordon; Carol Mellish; Jean Cowan;

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

**20:08 Election of officers** - this item had been left on the Agenda in error as this had taken place at the meeting on 7 June immediately following the AGM. However, our Vice-Chairman, Kath Miller-Hunt had formally tendered her resignation via email with effect from 12 June 2019. The chairman proposed a vote of thanks to Kath for all her hard work whilst serving as a Trustee.

It had been agreed that the post of Vice-Chairman would not be re-filled at this time. Jeff Smallwood had been approached but had declined.

**20:09 Declarations of Acceptance of Office:** The final signature from Peter Naylor had been obtained before the start of the meeting to complete the records.

**20:10 Minutes** of the previous meetings held on 7 June 2018 had been circulated. This included the Pre AGM meeting, the Annual General Meeting and a meeting held directly following the AGM. All documents were agreed to be an accurate record and signed.

**20:11 Treasurer's Report**

Bank current account balance	£ 2,932.75
Base rate savings account balance	<u>£13,287.53</u>
Total funds	£16,220.28

Kim presented a draft budget report to the Trustees showing a healthy financial position at the start of the year of £22,000. With a projection that the booking income should not be any different from the previous year, this would give a potential surplus of around £10,000, after running costs but before maintenance or repairs. Current spends were noted and an updated list of proposed works would be circulated.

The grant application regarding the moving of the controls for the lighting and sound had been turned down by 'Halls 4 All'. It was agreed to get more hall user feedback and perhaps ask other halls with a similar system how they had funded their upgrades, with a view to submitting another application.

The upgrade of the remaining strip-lighting to LEDs was felt to be a priority. The only areas to be done are the toilets, kitchen and store. Lena would like to see automatic (movement activated) lights fitted in the toilets.

PG Fire and Security had been at the hall earlier in the day to do their routine maintenance check on the fire and intruder alarms. A further 'MCP' (Manual Control Point) for the fire alarm system had been recommended to be fitted in the rear room by the doors to the store. Also the addition of smoke alarms. Simon mentioned one had been acquired but needed fitting. Kim questioned the use of the wording 'system is not compliant' on the January report with the engineer. He was unsure why this had been used and confirmed that it is more that it does not 'meet current regulations'. We have requested that this be changed on the new report.

Kim went on to report that the outstanding bill regarding Rachel Shore (private party £34) had finally been paid.

A formal vote of thanks went to the Railway Club for their additional donation following a very successful annual show.

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The annual accounts have now been signed off by the Independent Examiner, Sally Palmer. One or two minor suggestions had been made and were being addressed. The accounts were formally adopted and a vote of thanks made to Sally. A token of our appreciation would be sent to her.

Finally, a change of signatory on the bank account was required, with Brian Broomfield being removed and an additional signatory added.

## 20:12 Bookings

Kate reported that the Thornford Dancers had cancelled their Thursday bookings due to falling attendance, but would still continue with the Saturday dances.

An enquiry had been received regarding the possibility of French classes at the hall. There had been no 'kiddy parties' for some time. The Railway Club had agreed to make way for the Art Group weekend at the end of August.

## 20:13 Caretaking Maintenance and Repairs

Lena proposed a vote of thanks to Mary and Brian who had completed the PAT testing. Following the Hallmark visit it was revealed that there is no longer a requirement to test smaller items but only larger equipment such as the floor polisher.

The wire that had been cut to the CCTV camera had been shown not to be connected to the system. It was agreed that the spare camera should be placed at the rear of the hall, overlooking the oil tank area, as a deterrent.

It had been noted that a large crack had appeared in the newly laid footpath through the play area. Alison had contacted the contractor, Shawn Riley, who had agreed to come and have a look at the situation to see what could be done.

The large doormat that had been in the foyer was currently taking up valuable storage space on the mezzanine floor. It was agreed to try and sell it via the village 'swap shop' email.

Following the Hallmark inspection a copy of the report had been circulated to the trustees, and we are proud to have 'satisfied the standards' required by Hallmarks 1, 2 and 3, and that this will be 'renewed without more ado'.

It was mentioned that the door to the end cupboard in the Committee Room, which was used by the Bowls Club and a dance group, had been broken but not reported to anyone. Kate had repaired the door on the morning of the Hallmark inspection. It was requested that any damages or breakages should be noted in the diary kept in the kitchen so that the necessary action could be taken.

Mary had sent an email asking to raise the question that the hearing loop may require a service and asking if anyone had reported any issues with the system. Pete Agland commented that he had been able to still hear the film on film night, through the loop, even when he was stood outside the front door. It was noted that a couple of people with hearing aids had reported that it did not seem to work properly but reports from other users was that it works fine. There may be an issue with individual's hearing aids. It was agreed to postpone the service for 12 mths.

One of the windows in the main hall was not locking - this was duly noted but no action at this time.

The verge to the top side of the driveway, which had been mentioned at the previous meeting, is to be re-dug up and new chambers created. The Water Board had stated that the area would be 'made good' after the work was completed. This would be after the scheduled works to the sewers taking place from 5 August 2019, which will mean that Howell Hill will be closed with diversions in place. The hall will still be accessible.

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Mary had purchased clips to hold back the newly fitted blinds that tend to blow about when the doors are open.

The stick used to access the ladder to the mezzanine lighting/sound desk was missing. This was subsequently found in the cleaning cupboard.

**20:14 USER GROUP COMMENTS**

The Gardening Club Flower Show is due to take place on 17 August 2019.

The plastic pint pots used by the bar are currently disposable. It was proposed by MG to purchase some harder plastic, reusable pots (100 would cost £30), for both 1 pint and  $\frac{1}{2}$  pint measures. This was agreed.

It had been discovered that other halls with a similar water heater to ours leave it on all the time and save energy. It takes more energy for it to heat up from cold every time. It was agreed to start a trial with effect from 31 August 2019 to compare the electric usage. A notice would be attached to the heater asking users to leave it on.

Coffee morning attendance is on the decline. The prices had not been increased to reflect the increase in costs. After some discussion it was agreed to increase the advertising for the coffee morning using facebook, pictures in the Chronicle, and the village email. It was also suggested we use an A-frame board at the end of the driveway, which would be secured to the signpost. Prices would be increased to 60p for tea/coffee/squash and 60p for cake with effect from 1 September 2019. Notices would be posted at the coffee mornings to advise of the forthcoming increase.

**20:15 ANYTHING TO BE DISCUSSED BEFORE THE NEXT MEETING**

The title of this agenda item would be changed to Any Other Business.

**DATE OF NEXT MEETING - 4 October 2019 - 5.30pm**

Meeting closed - 18:25