

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 October 2019.

Present: Lena Morgan (Chairman); Alison Stevens; Mary Gordon; Rob Gordon; Carol Mellish; Simon Mellish; Jean Cowan; Kate Kirkham; Peter Agland; Sue Agland; John Saunders; Jenny Down; Graham Wreford. Joan Saunders.

Apologies: Kim Bailey; Peter Naylor;

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

20:16 **Minutes** of the previous meetings held on 2 August 2019 had been circulated. They were agreed to be an accurate record and signed accordingly.

20:17 Treasurer's Report

Bank current account balance	£ 2,007.44
Base rate savings account balance	<u>£16,092.19</u>
Total funds	£18,099.63

In Kim's absence Lena reported that Richard Hooper (plumber) had replaced the tap in the committee room at a cost of £63.00.

Moviola had notified us of a price increase to take effect from 1 January 2020. Rob Gordon had reviewed the figures and, as the increase was not too great, it was recommended that the current £5 admission fee remain the same - all agreed.

An updated list of proposed works had been circulated.

20:18 Bookings

Kate raised the topic of bookings regarding the loan of equipment from the hall ie tables, chairs, urns etc. She would like to formalise the procedure.

After some discussion it was agreed that Kate would coordinate this as she has all the details regarding hall bookings. The policy would be for only the 'old' tables, of which there are about 6 currently stored in the back room, and the old plastic chairs currently stored on the mezzanine, would be made available for hire. Also, the crockery/cutlery and other kitchen items. A £10 fee would be charged. If Kate needed to borrow any items herself, she would consult with another trustee

(Pete and Sue Agland left the meeting at 17:45 and returned at 18:11.)

20:19 Caretaking Maintenance and Repairs

It was reported that there was no emergency light in the committee room. Phil Reed (Electrician) had been approached regarding changing the hall lights for LEDs and adding sensors in the toilets. He had been to the hall to assess but nothing had been heard in time for the meeting.

Mary had met with a fire officer and we are awaiting a full Fire Risk Assessment. However, the following was noted:-

1. There should be a designated fire 'warden' at every event. Online training is available and this was discussed. It was agreed that up to 8 Trustees should be trained at a potential £10 per head.
2. Nothing is in place to notify anyone in case of fire when the hall is empty. Any overnight hirers would be at risk so it was agreed by all not to take any further overnight bookings.
3. It was agreed that we would review our Health & Safety checklist and update the hirer's fire instructions.
4. Other points raised would be discussed more fully on receipt of the full report.

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Thermaglaze are due back at the hall on 8 October regarding the fire doors nearest the chairs not closing, and a blown panel in the fire doors on the south side. Carol said she would be at the Art Group until 4pm as liaison.

Shaun Riley, from Patio and Driveway Co Ltd, had been to see Alison regarding the footpath. He had recommended a resin top dressing for the path to prevent continual cracking due to dry weather. In the meantime he agreed to re-visit the path with more bitumen. The resin surface is likely to cost up to £40/sq metre as a very rough estimate. It was felt that this should be added to the Maintenance list for future consideration.

Lena proposed a vote of thanks to Simon, Brian and Carol for fitting the smoke alarms and the additional CCTV camera. There is one remaining smoke alarm, which it was agreed would be fitted in the boiler room.

Sally Palmer had been given her 'thank you' for looking at the accounts.

Kim had continued to chase the utility company regarding the update for correspondence regarding the FiT tariff. She had been upset by the way she was treated over the phone and Mary had agreed to write a formal letter of complaint.

The old curtains from the hall are taking up space on the mezzanine. A suggestion was made that the Old School project in Queen Camel might be interested - Kate agreed to ask. Otherwise it was agreed to advertise them via the Village Swap email.

20:20 USER GROUP COMMENTS

The Murder Mystery evenings at the Walnut Tree were reported as being sold out.

The outside lighting had been left on during the day (Friday, 20 September). The switch is already marked as 'do not touch'.

An issue with cars parking too close to the container doors was reported. Cars were pulling into the parking spaces with their front wheels on the grass area. Simon suggested placing a railway sleeper at the edge of the tarmac to prevent this from happening.

The Parish Council had asked about the funding of the mowers' supper again this year. Last year the Davis Hall share had been £50. It was agreed to contribute again this year as required.

20:21 ANY OTHER BUSINESS

There being no further business the meeting closed at 18:21.

DATE OF NEXT MEETING - 6 December 2019 - 5.30pm