

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 August 2021.

PRESENT: Lena Morgan (Chairman); Alison Stevens; Mary Gordon; Kim Bailey; Rob Gordon; Jean Cowan; Carol Mellish; Jenny Down; John Saunders; Janet MacLellan.

APOLOGIES: Kate Kirkham; Peter Agland; Sue Agland;.

22:10 **MINUTES** of the previous meetings held on 4 June 2021 had been circulated, including the AGM. They were agreed to be an accurate record and signed accordingly.

The signing of Declarations of Office outstanding from the June meeting were actioned, with Jenny Down agreeing to act as representative for both All Saints Church and the Methodist Church. These would now be combined as 'Churches Together'. Alison agreed to contact the Thornford Dancers regarding their representative.

22:11 TREASURER'S REPORT

Bank current account balance	£ 2,707.37
Base rate savings account balance	<u>£ 34,944.78</u>
Total funds	£ 37,652.15

The healthy balances will be needed for up-and-coming maintenance and repair work, including fencing, replacement chairs and the new audio/lighting equipment.

PPL/PRS music licence - Kim gave an update following further contact with the company. It had eventually been agreed that our account would be closed and a new account opened when we needed to restart the contract. Customer Services had been advised and the person Kim finally spoke to had agreed with everything we had been telling them. It was felt our new account should probably start from 1 September 2021. An invoice will follow. A formal complaint had been made to stress that Kim had felt bullied by Chris Wells, whom she had spoken to previously. Lena proposed a vote of thanks to Kim for all her efforts with getting this sorted out.

22:12 BOOKINGS

It was agreed by all that the kitchen should now be made available to hirers, where required, provided it was cleaned appropriately and crockery items are put through the dishwasher.

Cool Country shared their revised measures to be able to include more attendees and keep them 'Covid Safe'. Members would be advised to bring their own cups. The Bowls Club and the Art Group are also bringing their own refreshments.

It was agreed that Kate would be asked to re-send an updated 'opening questionnaire' to hirers regarding the use of the kitchen. Kim will need to be notified of any hirer using the kitchen for billing purposes. It was also agreed to charge a nominal £2 for anyone using the water heater or kettles for making hot drinks to cover the electrical costs. Registers are still encouraged to be kept by hirers for 'track and trace' purposes should anyone become ill.

The state of the hall being left after 'one-off' hires was raised. Lena and Alison agreed that they would be willing to attend the hall at the end of such hirings so that an end of session check can be carried out before the hirer leaves the premises. Kate will need to let them know when such lettings are taking place. Alison agreed to ask David if he would be willing to take on any extra time to cover additional cleaning should it be required.

The taking of deposits was discussed and it was agreed that a £50 cash deposit should be requested for larger party bookings. The hall is allowed to be open until 12 midnight but parties should be advised to stop at 11.30pm to leave time for clearing up.

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22:13 CARETAKING, MAINTENANCE AND REPAIRS

New batteries had been inserted into the clock and storage area smoke alarm.

It was noted that a further glass pane had blown on the fire door nearest the stacked chairs. As there is a possibility that there may be others this will be reported at a later date.

Mary agreed to ask the window cleaner if he would be prepared to clear the gutters. The cleaning of the solar panels was mentioned but felt unnecessary at this time.

A full electrical check has been requested, together with the necessary PAT testing. Mr Phil Reed will be coming to do this towards the end of the month. He will also be asked to look at the outside lighting on the west side of the building, and a main hall light which is not currently working.

Audio and lighting equipment update - £5,000 had been paid from the CBF fund as well as £2,500 from the hall account. Kim reported that most of the equipment had now been successfully received by the company and they are hoping to come towards the end of August to make the installation. They are happy to fit their work around any hirings. The company concerned had kindly lent and set up a projector for the film night held at the end of July as a gesture of goodwill. Cool Country asked about the availability of the stage lights for their next event and they may need to use the old system, which they are familiar with.

A quote had been received for the driveway fencing, which had come in at £4,632.60. Nick Case had been consulted about the current state and he felt that it could be improved temporarily by firming additional soil/clay around the posts. It was felt that the fence replacement would be more economical while we have funds available and the hall bookings are not so busy. It was agreed to await the further quotes, which Mary will chase, but also mentioned that obtaining materials under the current climate may prove difficult or increase the cost.

The state of the carpark sleepers and woodwork installed to keep the parked cars away from the green fencing was discussed. It was mentioned about potentially painting it white, or adding reflectors to ensure they are seen in the dark. Alison agreed to source the reflectors and to include enough to also place them on the posts at the car park exit. It was decided to see if this is enough before committing to paint.

The lock on the external noticeboard has been broken for some time and the cover is not secured. Mary has the key. Alison agreed to ask Les to have a look at it to see what can be done - possibly add hook and latch on the side to make more secure?

The bakery is in need of a new storage box for bread deliveries. Lena agreed to purchase.

Mary agreed to contact Chris Lee Tree Services regarding the hedge trimming.

It was agreed to start thinking about replacing the chairs again. Lena and Kim would investigate. Summit Chairs Ltd from Bradford on Avon had supplied the current chairs. Harrow steel stacking chairs at £33.48 each were also being looked at. It was suggested 10 with arms might be purchased for the committee room.

Alison had priced the cost of a 4 drawer, lockable metal cabinet for storage purposes. This will be purchased from Furniture@work for £172.80.

22:14 USER GROUP COMMENTS

All the toilets will be opened to hirers but will need to be cleaned after use. Hirers can then decide whether to use them all or not, as long as they clean those used. All touchable surfaces to be wiped down with the appropriate cleaning equipment.

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Fire training for hall reps - it was agreed that Alison would circulate details of the fire actions to raise members awareness. Regular hirers will be asked to nominate a fire warden. Details of the website available for fire safety training will also be circulated for reference. All fire extinguishers are labelled as to their appropriate use.

The Parish Council had emailed to request the re-siting of the flood container from the play area to the area of car park adjacent to the mower container. This was unanimously agreed with no rent to be charged as they fund the mower fuel each year.

There were no other user group comments.

22:15 ANY OTHER BUSINESS

Thanks were passed to the lunch club who had donated £3,000 to the hall funds.

PLEASE NOTE - the date of the next meeting will be **Friday, 1 October** 2021 at 5.30pm.

There being no further business the meeting closed at 18:44.

DATE OF NEXT MEETING - 1 October 2021 - 5.30pm

Points of Action

Mary

- Contact window cleaner (Gareth) with regard to clearing gutters
- Obtain further quotes for driveway fencing
- Contact Chris re hedge trimming

Alison

- Contact David Torrence re potential additional cleaning
- Contact Thornford Dancers re representative
- Purchase reflectors for the carpark sleepers and posts
- Ask Les re external noticeboard lock
- Circulate fire actions to regular hirers to raise awareness
- Order 4 drawer, metal, lockable filing cabinet for document storage

Lena

- Purchase new storage box for baker bread deliveries

Kim/Lena

- Hall chairs

Kate

- Questionnaire to hirers re kitchen use.