

**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 February 2022.

**PRESENT:** Lena Morgan (Chairman); Alison Stevens; Kim Bailey; Peter Agland; Sue Agland; Mary Gordon; Rob Gordon; Jean Cowan; Carol Mellish; Jenny Down; Tony Burgess.

**APOLOGIES:** John Saunders; Denise Gould; Janet MacLellan.

22:28 **MINUTES** of the previous meeting held on 3 December 2021 had been circulated. They were agreed to be an accurate record and signed accordingly.

**22:29 TREASURER'S REPORT**

Bank current account balance	£ 1,934.20
Base rate savings account balance	<u>£ 35,445.96</u>
Total funds	£ 37,380.16

Kim announced that a further SSDC Covid grant had been agreed for £2,667, although had not yet been received. Unexpected but very welcome. She also advised that the above figures were quoted after a further payment had been made to Joel for additional work on the stage lighting. The audio/lighting upgrade work is now complete and the hall key has been returned.

**22:30 BOOKINGS**


Lena introduced Tony Burgess who is taking over from Kate Kirkham as the booking secretary from Monday, 7 February 2022. He was welcomed by those present. Tony has already met with Kate and received some training. Moving forward he will be using the email address on the website ([info@davishall.co.uk](mailto:info@davishall.co.uk)) as the point of contact for hall bookings. It has been confirmed with Kate that any booking enquiries sent to her personal email will be forwarded to the hall address. Tony has been given access and this was agreed by all present. Lena also donated her old mobile phone, which will be used as a designated number for booking enquiries - Tony to source new sim card (expense to be reimbursed). The phone can then be passed to someone else during any holiday periods.

The booking spreadsheet will continue to be used as a point of reference, with some updates, as this works well for updating the online calendar, and for Kim when invoicing. One example of change will be that all temporary or hiring enquiries will be entered in a separate colour until finally confirmed. The Hire Agreement will be looked at to see if this can be done in a different way. Also, what happens when someone has no access to the internet? The processes will be discussed outside the main meeting.

Regular user groups need to confirm their bookings on a regular basis and not just make an assumption that it has been done, especially if they are NOT using the hall in their regular slot for any reason. If they do not notify Tony of any cancellations they will still be asked to pay. Alison will include this in the email when the minutes are circulated.

Lena notified the meeting that she is dealing with an issue that has arisen with Monday evening bookings for Yoga (Georgie) and the Guides (Carol Lewin). It was agreed that priority would be given to Georgie as a regular/commercial hirer for the committee room, unless the group becomes too big to be accommodated in the smaller room. Lena to contact Georgie to confirm. The Bridge group will be asked to leave the room as found between Monday and Tuesday, rather than leave tables/chairs out as they have been. Georgie will also be told to replace any furniture she moves out for her yoga class.

Opening and locking up the hall was raised. It was agreed this should be done for ad hoc hirers but regular hirers are given a key. Lena and Alison are still happy to share this. After discussion it was also agreed to stress that any late parties must be OUT of the hall by midnight and not clearing up after this time. If the hall is available, we could negotiate the hirer returning on the Sunday morning to do the clear-up.

  
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There was a brief discussion on charges and it was suggested to have a separate rate for 18<sup>th</sup> birthday parties and weddings of say £150. Pricing to be put on the agenda for further discussion at the next meeting.

A letter of thanks to be sent to Kate for all her hard work and contribution to the booking process.

**22:31 CARETAKING, MAINTENANCE AND REPAIRS**

The hall driveway fencing has now been repaired and is now much safer and sturdier.

Alison had received 3 quotes for the replacement of the front doors:-

Turner Windows of Somerton Ltd - Craig Turner	£6,579.00
Bill Butters Windows Limited - Stuart Miller	£6,076.00
Thermaglaze - Simon Collins	£7,365.29 (with a 15% existing customer discount)

After discussion it was agreed to go with Bill Butters Windows Limited, who are based in Sherborne.

Alison had also contacted PG Fire and Security about the alarm fittings on the front door which will need to be moved.

Neville, from Kitchen Updates in Yeovil, had been to the hall earlier today to look at the committee room cupboards. He had been very helpful and an estimate of costs at £1,112.00 had been received via email, for 3 x 1000mm cupboards, new doors and a metal worktop edging to tidy up the end of the worktop. If we respond fairly quickly, they would be able to do the work either Thursday 3<sup>rd</sup> March or Friday 4<sup>th</sup>. It was agreed to go ahead and Alison would confirm our acceptance via email.

PG Fire and Security had been contacted by Alison regarding the phrase 'same recommendations as previous visits' included in their reports. They had requested a copy of the Fire Risk Assessment carried out by PJ Fire Safety Consultants Ltd in September 2019. Unable to locate a copy, Alison had contacted PJ FSC Ltd and obtained an electronic copy, which had been sent on to PG Fire and Security. We are now waiting to hear back from them.

Alison had started looking through the FRA (Fire Risk Assessment) and noted one or two things that had been recommended, included No Smoking signs. Mary mentioned we are obliged to show at least one at the hall entrance. The report had been discussed after it had been received.

Mary mentioned the outside lights on the western elevation, which are still not working. She will ask Phil Reed to look at them.

The audio and lighting work is now complete and user group representatives had met at the hall recently for some training. Joel is looking into the possibility of having an 'auto log off' on the tablet for the audio controls. There may be some feedback as people start using the new system so will be kept on the works list for the time being. We are more than happy to keep using Joel and discussed letting him have a key, which he would keep securely, once the new door has been fitted.

The cleaner, David Torrance, has given notice that he will no longer be available from the end of February. Lena asked all user groups to be aware and if they see anything that needs doing, please do it. Lena had also approached Lisa Sherwood and she is happy to take on the job on a flexible basis. Lena will speak to her after the meeting regarding terms. After discussion it was agreed to ask her to do 2hrs twice a week and offer £12/hour. A new contract will be drawn up. Lena will ask David to do a handover as to what is required. Alison will write a letter of thanks.

There is a write on/wipe off board in the boiler room for user groups to make a note of anything that maybe running low on supplies.

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The possibility of 'waterless urinals' for the gents' toilets had been investigated and it was agreed this would not be cost effective at this time. Richard Hooper, the local plumber, had adjusted the auto flush, which is now working better.

Boiler service is now due, which Alison will book with Martin Holloway.

Kim, Lena and Mary still need to meet during February regarding sourcing the replacement chairs.

Lena, Mary and Alison need to meet regarding the inventory and risk assessment, also this month.

It was agreed to ask Andy Warner to fix some new coat hooks in the boiler room to enable us to hang up the new V Sweeper as it does not fold in the same way as the old one.

**22:32 USER GROUP COMMENTS**

Alison mentioned the diary, kept in the kitchen, which can be used by regular groups to make note of anything they find amiss at the hall.

It was asked if the crockery can now be used without having to put it through the dishwasher. This was agreed, as long as they are clean when replaced in the cupboard. The dishwasher has had its regular service.

There were no other user group comments.

**22:33 ANY OTHER BUSINESS**


Sadly, Rob Gordon announced that he was tendering his resignation. Everyone thanked him for his hard work and contribution over the past years. He agreed he would still be available for running the bar at Film Night. It was agreed to discuss another representative to join at the June AGM, perhaps from another regular user group that aren't currently represented.

Alison reported that she had recently attended a webinar promoting both 'Take Art' and 'Moviola'. After discussion it was agreed to find out more details about the Take Art project. This had been operated in the hall in the past, but not for some time. Alison had asked the Moviola representative about the poor choices received lately and was assured that this would improve going forward, with the new West Side Story to be included.

A vote of thanks was made to the Chair, Lena Morgan.

**PLEASE ADD TO YOUR DIARIES AND NOTE THE LATER TIME** - the date of the next meeting will be **Friday, 1 April** 2022 at 7.15pm.

There being no further business the meeting closed at 18:57.

  
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