

The Davis Hall, West Camel

Registered Charity Number - 1070729

Howell Hill, West Camel, Yeovil, Somerset BA22 7QX

MINUTES of the meeting held on Wednesday, 8 June 2022.

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

APOLOGIES: Jean Cowan; Denise Gould; John Saunders; Janet MacLellan.

23:01 **MINUTES** of the previous meeting held on 1 April 2022 had been circulated. They were agreed to be an accurate record. Updated copy to be printed and signed accordingly.

23:02 ELECTION OF OFFICERS

All the officers were proposed for re-election by Peter, seconded by Carol and agreed unanimously. The post of **Vice-Chairman** will be taken by Mary Gordon - proposed by Alison, seconded by Kim and agreed unanimously.

22:03 DECLARATION OF ACCEPTANCE OF OFFICE

A document was made available for signing by all the trustees present. Those not in attendance would be requested to sign at the first opportunity following this meeting.

23:04 TREASURER'S REPORT

Bank current account balance	£ 2,023.05
Base rate savings account balance	<u>£ 38,697.12</u>
Total funds	£ 40,720.17

23:05 BOOKINGS

Bookings are increasing.

Tony mentioned the issue of the designated phone for the hall. After a brief discussion it was agreed that, for the number of calls received compared to the cost it was not worth keeping. Tony would use his own phone number for Jean, who does not have access to email.

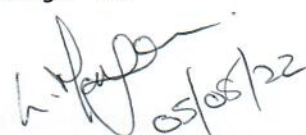
Our current hiring agreement mentions deposits and Tony asked for further clarification. Kim advised that we currently have no mechanism for managing deposits and up to now this has not been an issue as far as damage is concerned. One-off and new hirings are required to pay the invoice raised up front. It was agreed to remove the wording from the agreement to avoid confusion.

It was re-iterated that if any bookings are not used there is still a requirement to pay for the booking unless we have been informed of a cancellation in advance. Items on the bookings' spreadsheet are high-lighted in yellow for a cancellation and green for a tentative/enquiry booking not yet confirmed. The spreadsheet/calendar system is working very well for monitoring bookings and invoicing. It was also agreed that hirers need to pay for the hours the hall is used, which includes any setting up/tidying up time.

If anyone prints a copy of the hall calendar, they must be aware that it is constantly changing. Printing once a month is not enough.

The use the new audio/lighting equipment was raised as hirers are not aware there is a charge of £12. This needs to be included on the hiring agreement and added to the website. It was also agreed to laminate the 'Conditions of Hire' and have a copy available on the hall noticeboard. Alison agreed to do this.

There followed a lengthy discussion regarding price increases on the current hire charges. Kim stated that she was all for not increasing generally at the present time but review the kitchen and commercial charges as utility costs are increasing. It was agreed there would only be two charges for kitchen use - £4 for hot drinks only and £20 for full catering. The commercial rate for the hall will be increased from £18 to £25 per hour and the committee room from £6 to £6.50 per hour. This will commence from 1 September 2022. All other rates remain the same, including a negotiable rate for 'one-off' events such as weddings. The

Handwritten signature and date: 05/08/22

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regular full evening charge of £50 to be removed. Strictly Jive are currently the only users on this rate and they will be informed of the price review by Tony when they next book. Proposed by Kim, seconded by Peter and carried unanimously.

23:06 CARETAKING, MAINTENANCE AND REPAIRS

Hall chairs - after discussion it was agreed the sample chair that came with the green material covering was the preferred style. Mary would liaise with the supplier, Alpha Furniture, regarding a more hard-wearing cover and Scotch Guard for each chair. Current quote was £10,405 for 120 chairs (£5,325.60 for 60). Mary would also obtain 2 further comparison quotes. Alison would complete an application for a £5k grant from the Community Benefit Fund towards the cost, but we would go ahead if this was not agreed.

Somerton Bowling Club may be interested in some of the old chairs. Others can be advertised through CCS, Facebook and village email.

The new front doors are being fitted on 23 June. PG Fire and Security have been organised to disconnect and reconnect the alarm contact point the day before and the day after fitting. The Railway Club are using the hall Friday/Saturday and will require access. New front door key to be placed in sturdy lockable key safe by front door.

Lena had spoken to Barry Gadsden who has agreed to carry out any small odd jobs that may need doing, such as adding hooks to store the v-sweeper. Apparently, someone keeps reversing the handles on the V-sweeper but no-one knows who!

The blown windows are to be repaired at a later date (2 in main hall and 1 in kitchen) - included on maintenance list. When the time comes, it was agreed to get quotes from Bill Butters in Sherborne, Trimco in Yeovil and Turners in Somerton.

23:07 USER GROUP COMMENTS

The Tuesday afternoon Art and Craft group have noticed the gate is being left unlocked. Soulful Jive are in on Tuesday mornings. Some users are finding it difficult with the heavy lock placed there by SSE. Alison has raised a complaint with SSE. Tony agreed to contact Soulful Dancers about making sure the gate is secured when they leave.

It has been agreed to not take 15% of the bread sales at the Thursday coffee morning as the Bakery are losing money due to the ongoing roadworks on the A303. This will be reviewed later. Joy Whittington was also asked to bring more items to be sold.

There were no other user group comments.

23:08 ANY OTHER BUSINESS

Mary and Alison to get together to update Website.

The weeds in the car park need spraying. Alison to organise.

Peter gave vote of thanks to the chair!

PLEASE ADD TO YOUR DIARIES - the date of the next meeting will be **FRIDAY, 5 AUGUST 2022** at 5.30pm.

There being no further business the meeting closed at 19:07.



A handwritten signature in blue ink, followed by the date '05/08/22' written in black ink.