

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

**MINUTES** of the meeting held on Friday, 1 April 2022.

**PRESENT:** Lena Morgan (Chairman); Alison Stevens; Tony Burgess; Peter Agland; Sue Agland; Mary Gordon; Jean Cowan; Carol Mellish; Jenny Down; Denise and Peter Gould; John Saunders; Janet MacLellan.

**APOLOGIES:** Kim Bailey;

22:34 **MINUTES** of the previous meeting held on 4 February 2022 had been circulated. They were agreed to be an accurate record. Updated copy to be printed and signed accordingly.

**22:35 TREASURER'S REPORT**

Bank current account balance	£ 3,295.51
Base rate savings account balance	<u>£ 36,696.50</u>
Total funds	£ 39,992.01

Kim was unable to attend the meeting but had sent an email updating the account balances as above.

Kim also mentioned: -

- Year end is 31 March so accounts to be prepared
- 2 invoices issued on 1 March may be unpaid at the year end (Strictly Jive Inv 1979 £70 and Soulful Dove Inv 1975 £135). Both parties had been sent an email requesting payment before 31 March if possible.
- Confirmation had been received that the hall rates will be discounted to zero again this coming year.
- The further Omicron Grant of £1,250 was received on 16 March.
- An updated list of works had been provided, to be forwarded to all.

**22:36 BOOKINGS**

Mary mentioned she had designed a form for the lending-out of cutlery/tables etc.

Bookings going very well and website working well with the designated email address. Tony mentioned concern over the cost of keeping the designated mobile phone going at £20 per month as not many calls received, except from Jean Cowan. Jean then mentioned that the bowls would be closed for June/July and August. Tony will update the bookings information.

Hiring agreements for regular bookings now in place and being confirmed electronically via the email system. Tony is still getting to grips with possibly moving regulars for wakes and other annual one-off events, such as the Railway Club exhibition when they need Friday night to set up and film night has to be rescheduled. However, it was hoped to disrupt regular hirers as little as possible.

There was a brief discussion on the management of keys etc which may change when the new front door has been fitted. A new key safe has been purchased to be sited near the front door.

Tony is dealing with agreeing the storage charge for Headway.

**22:37 CARETAKING, MAINTENANCE AND REPAIRS**

The blown windows are to be repaired at a later date (2 in main hall and 1 in kitchen) - include on maintenance list.

The cupboards in the committee room had been completed.

Following a request to PG Fire and Security regarding the cost of carrying out their 'recommendations', a quote had been received that was far too much and seemed to include updating the whole fire alarm system. The Fire Risk Assessment report mentioned replacing notices, which has been done, and queried lack of lights outside doors to western elevation, which is being looked into with Phil Reed.



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Mary will chase Phil Reed about the outside lights. It was discussed as to whether they should be replaced with something that wouldn't shine directly into the neighbouring properties, but they need to give enough light to the car park area.

Andy Warner has a couple of jobs outstanding - still to hang V-sweeper in store room with hook for the dustpan and brush; fit covers on extractor. He has replaced the tiles in the disabled toilet and fitted a key box in the cleaning cupboard.

Alison will order a replacement cigarette box for outside.

Mary, Lena and Kim had been to look at potential new chairs with no success. Mary agreed to look online and investigate getting samples sent to the hall. Alison would ask at a forthcoming Hallmark meeting to see what other halls are doing. Also Queen Camel appear to have some fairly new chairs that will stack more to a pile.

The small, wooden tables were discussed - tops are splintering and they are very heavy. It was agreed to get the tops looked at.

There was another patch of the hall floor that needs attention, in front of the kitchen hatch. Alison would find a good time between lettings to do this. The question was asked as to what substances the Railway Club may be using that would take the varnish off the floor. Peter agreed to ask them to be more careful about what falls on the floor.

The missing microphone had been found.

Alison had received some information regarding 'Recycled outdoor seating'. This is not something that is needed at the moment.

#### **22:38 USER GROUP COMMENTS**

John mentioned that some ladies had commented on the hot water in the ladies' toilets getting too hot. Alison agreed to talk to Richard Hooper to see if the thermostat can be turned down.

When the Tuesday afternoon Art and Craft group had arrived, the heating had been on and running. Time settings on the heating system were checked after the meeting. It was asked if Bett Oliver was still running the Art Group but Carol said she was doing it again as Bett had been unwell.

There is a new Secretary for the Railway Club, Simon Champion. Charlie Bishop has resigned. Peter would provide an email address.

There were no other user group comments.

#### **22:33 ANY OTHER BUSINESS**

Hire price increases are to be discussed at the next meeting.

The date of the next meeting should be Friday, 3 June but this is the Jubilee Bank Holiday weekend. The following Friday, 10 June is the Parish Meeting. It was agreed to move the meeting date, which will include a pre-meeting, the AGM and the first committee meeting of the new year, to **WEDNESDAY, 8 JUNE AT 5.30PM.**

All Trustees present at this meeting stated there were willing to stand for another year.

**PLEASE ADD TO YOUR DIARIES** - the date of the next meeting will be **WEDNESDAY, 8 JUNE 2022** at 5.30pm.

There being no further business the meeting closed at 20:08.

