

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

MINUTES of the meeting held on Friday, 5 August 2022.

PRESENT: Lena Morgan (Chairman); Alison Stevens; Kim Bailey; Tony Burgess; Jean Cowan; Mary Gordon; Carol Mellish; Jenny Down; John Saunders;

APOLOGIES: Denise Gould; Janet MacLellan; Peter Agland; Sue Agland;.

23:09 **MINUTES** of the previous meetings, held on 8 June 2022 had been circulated. This included the Annual General Meeting (AGM). They were all agreed to be an accurate record and signed accordingly.

22:10 DECLARATION OF ACCEPTANCE OF OFFICE

A document was made available for signing by all those trustees who had not yet signed. Only Peter, Sue and Denise to now be contacted.

23:11 TREASURER'S REPORT

Bank current account balance	£ 3,651.24
Base rate savings account balance	£ 38,698.06
Total funds	£ 42,349.30

Still to pay out, just under £8k for the chairs and just under £5k for the front doors, which will take the balance down to nearer £30k. This is still a very healthy balance and will mean we can proceed with other maintenance work due.

Kim went on to mention about the water bill, which Wessex Water are increasing to £84/mth. Our current payments are only £11.50 due to the lockdown situation. This means our account is slightly in debit at the moment. Pre lockdown we were paying £56/mth. Kim has calculated that £62/mth would seem to be a more reasonable figure. Kim suggested we get Richard Hooper (local plumber) to check for any potential leaks, considering the large increase suggested by Wessex Water. It was mentioned that the increase may have something to do with the adjustment made to the urinal flush. Also, the outside tap had been used when the new gate was fitted through the hedge to the play area, and to water the wild flower planting. Richard asked to perform a check just to be on the safe side.

23:12 BOOKINGS

Tony mentioned that there had been a number of cancellations in the last 2 months, for various reasons, but that the hirers were letting him know. Any conflicting bookings are being dealt with. The Mendip Truckers have removed their storage trolley for August but will be bringing it back in September.

Tony was pleased that, other than the issue with the sound system recently, there had been no problems with the bookings. People are happy to use the email system rather than booking by phone.

With regard to the iPad and screen controls, Tony wondered if perhaps they should be covered. There followed a discussion about finding the iPad on the incorrect screen at the end of a hire session. The iPad had been removed earlier today and Barry had taken it to the Apple Store in Exeter for the screen repair. Cost would be £239, £4.10 parking and mileage for Barry to Exeter. It was necessary to use the Apple Store to maintain the warranty as this is such a new system. (see further notes - 23:13 Caretaking, Maintenance and Repairs)

There had been some confusion as to who is opening up and closing for any one-off bookings. Tony will add initials in brackets to the calendar so this is clear in the future. Tony will also contact someone else if he is unable to do it. Alison mentioned that Bristol Fire are coming to check the fire appliances on 11 August at 3pm but she is unable to open the hall. Lena agreed to be there - to be added to calendar. Alarms are being serviced Thursday 6 October at 10am, which will be during the coffee morning. It was felt this would be a good opportunity to have a fire drill.

Lena
07/10/22

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Tony asked not to be involved with storage charges. Kim adds this to hiring invoices. Most are annual but the Railway Club pays monthly.

The spreadsheet has been updated for 2023 with all our regular bookings. Tony will email them around September/October to advise dates allocated so they will have the chance to cancel any not required. Short Mat Bowls mentioned they are restarting on 5 September 2022.

The bookings email address, info@davishall.co.uk is kept up to date and once an email has been dealt with it is cleared and filed away from the inbox.

23:06 CARETAKING, MAINTENANCE AND REPAIRS

Hall chairs - 50 of the current chairs had been sold on to another hall for £150. There are 70 left to dispose of. The new chairs are due to arrive during the week beginning 5 September. Volunteers will be needed to help unpack and move the chairs as the driver will not bring them into the hall. Mary will advise when a time/date has been confirmed.

Audio-Visual equipment - There followed a discussion about the recent damage to the new iPad. The screen had been badly cracked by someone trying to access the home button, which is purposely hidden beneath the cover frame and should not be used. Lena mentioned having laminated instructions for the use of the iPad but it was pointed out that the instructions are all on the screen once the hirer has been logged in with the 4-digit code. It was agreed that whoever opens the hall for the one-off hirings where the audio system is required, they should login for the hirer (the current 4-digit code will be changed!), and show them the instructions to enable connection via the Bluetooth system for playing their own music and how to adjust the volume. They should then ensure that the system has been muted and logged off when closing up the hall. An addition will be made to the booking form to ask whether the sound system connection via Bluetooth will be required. There will be no charge as the hirer is required to use their own equipment to play the music through the hall speakers. The charge will remain for those requiring the use of the projector and screen. Joel has been asked to investigate how hirers are managing to get to the main screen rather than the 'Qu' screen for the audio system only. Kim will ask him about changing the code and potentially 'boxing-in' the controls.

Any anomalies found with the iPad when checking the hall must be reported immediately to Barry or Alison. This should help us track down anyone responsible for mis-using the system.

The person responsible for the damage had emailed an admission and offered £100 for the repair. An email exchange had followed which had become aggressive and abusive. It was agreed an official letter should be written asking for an apology to Kim for the unpleasant correspondence via email. Lena and Mary to action. It was felt by all that if no apology was forthcoming the hirer would not be welcome at the hall in future. An insurance claim was not being made for the damage because the excess is £100 and we would lose our no claims discount.

A laminated copy of the 'Standard Conditions of Hire' are available for all hirers on the hall noticeboard.

Lena had looked at the heavy, wooden-topped tables and they are not saveable. It was discussed whether we should look at replacing the tops but the frames are very heavy. After discussion it was agreed to get some prices for 6-8 new 2' x 2' tables, similar to the aluminium ones. Lena and Mary to action.

The blown windows are to be repaired at a later date (2 in main hall and 1 in kitchen - still waiting for one more to go!) - included on maintenance list. Alison will see about getting quotes from Bill Butters in Sherborne, Trimco in Yeovil and Turners in Somerton.

The hall gutters and windows are in need of a clean. Mary will try and contact our usual cleaner and Lena will ask the chap that does Orchard Park to obtain a comparative quote. This should include windows (inside and out), gutters, soffits and fascias. Also, possibly the solar panels.

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Alison had investigated the cost of replacing the cigarette bin. These ranged from £151 for a Glasdon bin like the current one, to £35 for something similar from Amazon. It was agreed to see if Glasdon provide just the internal box, which is the bit that has gone rusty.

A working party is needed to clear the creeping ivy to the west of the hall. A date was arranged for Sunday, 14 August at 10am. All are welcome to come and help.

Chris Lee needs to be contacted about trimming the hedges. Alison to action and Mary to provide contact number.

23:14 USER GROUP COMMENTS

John wanted to pass on his thanks to Barry for all his assistance with the sound system operation while the iPad was in for repair.

Carol mentioned that people had parked in the hall car park on a Tuesday afternoon to play tennis, which meant they could not lock the gate as they left. As Pilates were in at 5pm this was not an issue. However, Pilates do not meet during the summer so it will be necessary to ask anyone playing tennis to move their cars rather than leaving the gates unlocked during August.

The question of the 'weighty' padlock on the gate chain was raised again. Alison has raised a complaint to SSE and would chase up a response. Tony suggested attaching the chain to the post or fence with a bolt to take the weight. He would investigate.

There were no other user group comments.

23:15 ANY OTHER BUSINESS

As our Hallmark certificates are due for renewal next year, Alison raised the issue of reviewing our policies. She suggested adding a permanent Agenda item for future meetings so that a couple are reviewed at a time. We will start with Safeguarding and one other at the next meeting. Copies of the current policies will be sent out with the agendas for people to peruse.

With regard to the Safeguarding Policy, the hall is required to have a nominated person to act as the 'Designated Safeguarding lead', whose contact details will be displayed on a poster on the noticeboard. Alison agreed to be the Safeguarding lead. It is also their responsibility to update the other Trustees as appropriate.

We still need a named fire warden from the Railway Club. Alison agreed to email the new secretary - Tony to provide email address.

PLEASE ADD TO YOUR DIARIES - the date of the next meeting will be FRIDAY, 7 OCTOBER 2022 at 7.00pm.

There being no further business the meeting closed at 19:10.

Lily
07/10/22

