

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

MINUTES of the meeting held on Friday, 7 October 2022.

PRESENT: Lena Morgan (Chairman); Alison Stevens; Kim Bailey; Tony Burgess; Jean Cowan; Mary Gordon; Carol Mellish; Jenny Down; Denise Gould; Peter Gould; Elspeth Wright.

APOLOGIES: John Saunders; Janet MacLellan; Peter Agland; Sue Agland.

23:16 **MINUTES** of the previous meeting, held on 5 August 2022 had been circulated. They were agreed to be an accurate record and signed accordingly.

22:17 DECLARATION OF ACCEPTANCE OF OFFICE

Outstanding signatures have now been completed, with the exception of the Railway Club which needs clarification.

23:18 TREASURER'S REPORT

Bank current account balance	£ 1,112.62
Base rate savings account balance	<u>£ 34,398.06</u>
Total funds	£ 35,510.68

There is also currently £500 in cash, which is a build-up from the film night takings. This would have been used to pay the cleaner but the current cleaner is paid by cheque. Kim will pay some of the funds into the bank and keep a float.

Our OneCom broadband contract has been renewed at a better negotiated rate of £39 per month (inc VAT), down from £57. A new router will be sent to the hall.

The SSE have been basing our FiT (feed-in tariff) payments on lower metre readings than those Kim had submitted. This has now been put right with a catch-up payment to be sent this month for £419.52.

23:19 BOOKINGS

Tony mentioned that there had been a few cancellations, probably because of the time of year. Bridge Club will be starting again in October.

Next year's calendar has been started with entries made for all our regular hirers. Tony will contact them to let them know the dates allocated so that they can check whether any changes will need to be made. It was mentioned that the Parish Council meetings appear to have been entered monthly rather than bi-monthly and Tony agreed to check.

Enquiries had been received about holding a Craft Fayre in the hall on a Sunday but there are no vacancies remaining for this year. They have agreed they will book for next year.

Sunday party bookings have been going well. There had been an issue with connecting to the Bluetooth for playing music but this sorted itself 'as soon as Tony left the hall'!

Kim mentioned that invoice payments are up to date.

Elspeth mentioned that the Scottish Dancers are looking to book the Committee Room on some Thursday evenings. Tony will update the calendar with the Parish Council bookings so that availability is clear.

An email had been received from a group called 'Ali and the Swing Cats'. They are a 'swing and gypsy jazz trio' who play 1930/40s music. The group would like to be able to boast that they have played every village hall in Somerset. Their fee is £350 (or a 75/25% split of ticket sales). After discussion it was agreed that we are not looking to organise a fund raiser of this type at the moment.

L. Morgan
02/12/22

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23:20 POLICY REVIEW

Having agreed that we would review a couple of policies at each meeting, both the Safeguarding and Financial policies had been circulated in advance. After discussion the following adjustments were agreed: -

Financial Policy

2.2 - It was agreed that the preparation of an annual budget should take place when the accounts are prepared. Monitoring progress has been replaced by the Planned Maintenance sheet, which is updated for every meeting.

Safeguarding Policy

Policy statement point 3 - removed statement re blocking access to the play area as this is not feasible with the open bridge.

Point 4 - Updated to include 'or vulnerable adult' after the word child.

Tony mentioned he had updated the Hiring Agreement to include a statement regarding agreement via email. Terms and conditions are also included with any email correspondence regarding a booking.

23:21 CARETAKING, MAINTENANCE AND REPAIRS

Hall chairs - Mary agreed to chase up the delivery timescale for the new chairs, which have still not arrived. Simon Mellish would like 2 of the old chairs and 3 of the square, wooden-topped tables.

The hall gutters and windows have now been cleaned.

A discussion was held regarding upgrading the CCTV system. It was agreed that Tony would investigate further and get some prices and ideas regarding installation.

It was agreed to postpone the car park re-surfacing until next spring due to the weather conditions changing.

The water bill has now increased to £80 per month. This will be monitored.

Alison has contacted Bill Butters regarding the loose lock on the front door, and to get quotes for repairing the blown windows. She will also ask him about the fire doors, which occasionally don't appear to close properly unless pulled very hard.

Alison is still dealing with the replacement cigarette bin.

Chris Lee had been contacted about trimming the hedges. It is hoped to amalgamate this with his visit to the play area for the Parish Council.

Kim will ask Joel again about boxing-in the audio controls.

Alison has a complaint lodged with the electric company regarding the chain and heavy bolt at the front gate. This is still causing issues so she will try and chase a response.

The faulty PIR light opposite the bridge access to the play area has been fixed.

23:22 USER GROUP COMMENTS

The person who opens the hall from the Scottish Dancers had requested her own key as she was having difficulty with the new key safe. It was agreed that using the key safe gets easier the more you do it and for security and insurance purposes a separate key would not be issued.

Carol mentioned that the Service Dog group hirers had said they found their coffee/tea/biscuit items in the Art Group box in the kitchen. Any items left at the hall by user groups are left at their own risk.

There were no other user group comments.

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23:23 ANY OTHER BUSINESS

An email received regarding 'Warm Spaces Grants' was discussed. As our capacity is limited it was felt this was not appropriate for the Davis Hall. Additional advertising would be undertaken regarding the coffee mornings and other events taking place.

A further email had been received regarding 'heating savings' and an 'easy-to-use Building Management System'. After discussion it was agreed that this would be reviewed when the boiler is replaced. A suggestion was made about putting a conservatory-type area around the front door to conserve heat but it was felt the expense would be too great.

It was agreed the strip lights in the kitchen would be replaced with LEDs as required.

Alison is to attend a Webinar next Tuesday regarding CIOs and incorporation. She will feedback to the next meeting.

PLEASE ADD TO YOUR DIARIES - the date of the next meeting will be **FRIDAY, 2 December 2022** at **7.00pm**.

There being no further business the meeting closed at 20:10.

L. M. M. M.
02/12/22

