

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

MINUTES of the meeting held on Friday, 2 December 2022.

PRESENT: Lena Morgan (Chairman); Alison Stevens; Kim Bailey; Tony Burgess; Mary Gordon; Peter Agland; Carol Mellish; Jenny Down; John Saunders; Elspeth Wright.

APOLOGIES: Denise Gould; Janet MacLellan; Jean Cowan; Sue Agland.

23:24 **MINUTES** of the previous meeting, held on 7 October 2022 had been circulated. They were agreed to be an accurate record and signed accordingly.

23:25 TREASURER'S REPORT

Bank current account balance	£ 1,733.80
Base rate savings account balance	<u>£ 28,898.41</u>
Total funds	£ 30,632.21

The new chairs have now arrived and the final payment made.

Insurance renewal due 21 December 2022. The Premium has increased by about £300 over last year, £50 of which relates to Towergate Assist, bringing the cost to £1,600. Kim will phone around for comparisons and also contact our provider to query the Towergate Assist rise (this has almost doubled) and whether the premium is the '3-year deal' price. It was suggested we mention the fact that the Davis Hall is Hallmark certified. It was noted that our current provider has turned out to be the most reasonable in the past.

SSE have sent through new tariff. Quarterly charge increased from £29 to £59 and unit charge from 14.9p to 52.5p. We had been expecting this to double but not nearly four times the price. We are tied to SSE because of the FiT tariff but Kim will phone them to query. Price increase not coming into effect until 31 January 2023 and are for a six-month period. If there is no lee-way on the charges we may need to look more closely at how much we benefit from the FiT tariff against the increased costs.

23:26 BOOKINGS

The Railway Club annual show booking has now been sorted. Headway have agreed to move for one Friday.

Tony requested that he and Kim be the only people to update the booking spreadsheet to prevent any issues going forward.

The village panto is now booked in for performances on 19, 20 and 21 January 2023. Regular dancers have kindly moved to accommodate.

K9 dog training will finish on 15 December 2022. Elspeth mentioned that the Scottish Dancers had requested to have access to the hall earlier for their Christmas Party. Tony agreed to liaise with them and Dan from the dog training.

Alison and Lena offered to help with opening and closing for an evening booking on Wednesday, 14 December 7.00 - 10.00pm. This is for the Wincanton Falcons Radio Control Club.

23:27 POLICY REVIEW

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

Equal Opportunities Policy

Everyone was happy with the wording of this policy.

General Data Protection Regulation (GDPR) Policy

The only change was to update the name of the Data Protection Office to Alison Stevens as the current secretary of the hall.

L. Morgan
10/02/23

The Davis Hall, West Camel

Registered Charity Number - 1070729

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

23:28 CARETAKING, MAINTENANCE AND REPAIRS

The new hall chairs have been well received. It was agreed that the black chairs in the committee room should remain until they become broken or damaged. One chair to be disposed of as the cover is damaged.

The V-sweeper is causing issues as it seems to keep falling apart. The nuts and bolts need replacing. Alison agreed to investigate.

The water heater for making hot drinks is currently leaking. Mary is trying to find someone that will come and look at it. It was installed in March 2020.

Although the quote for the replacement windows had been received from Bill Butters we are still awaiting the quote from Turners. Alison agreed to chase.

Tony is still compiling information regarding updating our CCTV system.

The replacement cigarette bin has been purchased and just needs to be fitted. Also a fixture for the external noticeboard to stop the Perspex cover flapping in the wind.

23:29 USER GROUP COMMENTS

Pete Agland is no longer Chairman of the Gardening Club and Sue is stepping down as the representative. Kim agreed to ask the group about a new representative.

Pete will remain as the Railway Club representative.

Mary is currently the Theatre Group representative but enquiries would be made about someone else taking on this role.

John asked whether there were still enough square tables for Cool Country to use. Some of the wooden-topped tables have been replaced with lighter, aluminium topped tables and there should be enough.

The contact list displayed in the foyer needs to be updated regarding the Scottish Dancers email as this is still showing Nick Hill.

Lena agreed to put up the Christmas tree.

A request was made for a push/pull sticker for the new front doors - Alison to organise.

The Cool Country scenery was in place for their Saturday meeting.

Mary to check that the Risk Assessment has been done and updated in the records.

There were no other user group comments.

23:30 ANY OTHER BUSINESS

There is a booking for the hall, kitchen and committee room for Friday, 3rd February 2023, which would have been the date for our next meeting. It was agreed to move to the following Friday, 10th and start at the earlier time of 5.00pm.

There being no further business the meeting closed at 19:50.

PLEASE ADD TO YOUR DIARIES - the date of the next meeting will be FRIDAY, 10 February 2023 at 5.00pm.

Handwritten signature and date:
10/02/23