

The Davis Hall, West Camel

Registered Charity Number - 1070729

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

MINUTES of the meeting held on Friday, 10 February 2023.

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

APOLOGIES: Peter Agland; John Saunders; Janet MacLellan.

23:31 **MINUTES** of the previous meeting, held on 2 December 2022 had been circulated. They were agreed to be an accurate record and signed accordingly.

23:32 **TREASURER'S REPORT**

Bank current account balance	£ 2,381.43
Base rate savings account balance	<u>£ 30,903.65</u>
Total funds	£ 33,285.04

£151.80 had been received from the Rotary Club raffle and thanks passed to Mary and Rob Gordon for organising.

Also, £145.45 from the Theatre Group regarding the bar sales at the recent pantomime. There is a long-standing agreement that the hall receives 50% of the profits from the bar run during the panto performances, and the Theatre Group receive reduced rates for their block bookings regarding rehearsal times.

Kim mentioned that the rates relief for 2023-24 had been confirmed by SSDC. This has to be applied for each year.

SSE had confirmed that the hall is not eligible for any government help with fuel costs as we are not a household.

The insurance has been renewed with Towergate/Ansvar, Including Towergate Assist.

23:33 **BOOKINGS**

Tony reported that the bookings are going well. Regular hirers had been sent agreements for their usual dates for the coming year and asked to inform us if there are any they wish to cancel, or any additional dates required. All had been returned with the exception of Cool Country.

Any cancellations are removed from the online calendar but kept on the spreadsheet for reference purposes.

An email had been received from Elspeth regarding a Sunday booking for a Tea Dance with the Scottish Dancers. The query was raised about whether the Scottish Dancers should be on a local hiring rate as some of the members live in the village. As only 2 of their members live in the village, and it originated outside of West Camel it was agreed they should remain on the same rate as applied to Short Mat Bowls, Cool Country, Gould Dancers etc for regular non-local. If the Tea Dance is to raise money for charity it was agreed that a 'one-off' reduced rate could be applied for the Sunday booking (2 July 2023).

Microsoft 365 was discussed. It was agreed that Tony would investigate the cost of paying an annual subscription against buying a 'one-off' product such as Microsoft 2019 (if still available).

23:34 **POLICY REVIEW**

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

L. Morgan
21/02/23

The Davis Hall, West Camel

Registered Charity Number - 1070729

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

Health and Safety Policy

Everyone was happy with the wording of this policy. After a brief discussion, mainly related to the use of the urinals cleaning substance, Mary agreed to speak to our cleaner, Lisa, regarding using any hazardous substances. Alison agreed to update the 'persons responsible' for certain areas.

Environmental Impact Policy

Alison mentioned a sample Environment Policy provided by CCS and pointed out that our current Environment Impact was based more on what had been done when the hall was built. It was agreed that Alison would draft an amalgamation of the two to update our policy and circulate with the draft minutes.

23:35 CARETAKING, MAINTENANCE AND REPAIRS

The solar light at the entrance to the hall on Howell Hill does not appear to be working very well. Mary mentioned that one of the bulbs has gone and the other needs re-aligning to actually shine on the sign. Alison agreed to ask Les if he would climb the ladders to check what needs to be done.

The light fittings on the mezzanine were updated to LEDs before the panto as the strip lighting was not working properly. Ryban Electrical (Phil Reed) did the job and pointed out that one of the 6' fittings should be changed to an emergency light fitting in case of power failure. They quoted £120 +VAT and it was agreed to proceed. Mary would contact Phil to confirm.

During rehearsals for the pantomime, it was discovered that the DMX unit was no longer working and needed replacing. Joel, from Revolution Audio, kindly installed a new unit on hire as a temporary fix (paid for by the Theatre Group, which we will offer to reimburse if required), but this needs to be replaced. After discussion it was agreed that the lighting is hall equipment and needs to be kept in working order for those hirers that wish to use it. Mary agreed to contact Joel to obtain a quote for the costs involved, to potentially include the cost of replacing some moving lights. Tony said he would be happy to be trained regarding the use of the lighting equipment.

There was a short discussion concerning an email received from HeatingSave regarding a 'Building Energy Management System (BEMS)'. It was agreed not to pursue this at present but Alison agreed to contact Martin Holloway to organise a boiler service.

Mary had spoken to Russell, from ProWash, regarding the commercial dishwasher. He suggested that, due to the age of the machine, it would be more sensible to replace with a more modern and efficient machine than spend potentially £500 on a 20 year old machine that may not last much longer. The price quoted was £3,342, for a new washer, water softener, installation and training, and removal of the old machine. It was mentioned that the Lunch Club had donated £3,000 when they closed for this very situation. The replacement was proposed by Lena, seconded by Kim, and agreed by all. Mary will liaise with Russell and Alison agreed to attend at the hall when a date had been agreed upon.

Mary had obtained prices for replacing the mugs that are staining badly. It was agreed to wait until after the new dishwasher has been installed to see if this makes a difference.

There is a floor strip just inside the main hall doors that needs re-sticking. Alison will check with Les regarding the glue needed.

As our usual local plumber, Richard Hooper, is now retiring he had passed on details of Bamfords, which he recommended for any plumbing issues in the future. 01935 423006 admin@bamfordsyeovil.com Details would be added to our contact list.

An email had been sent to Bill Butters regarding having the blown panels replaced but a reply had not been received. Alison agreed to chase.

23:29 USER GROUP COMMENTS

The lose lock fitting on the front doors was mentioned. Alison has advised Bill Butters and this should be done when they replace the blown panes.

Handwritten signature and date:
21/04/23

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

Tony mentioned that he would try again to fix the padlock and chain on the gate to make it easier to manage.

Judy Dillon was welcomed as the new representative on behalf of the Gardeners' Club.

Jean, from the Short Mat Bowls, passed on their thanks to Mary for sending out an email to the village, which had attracted new members and old returning members.

Lena passed around an example of a leaflet advertising events at Henhayes Centre in Crewkerne, which might be an idea for the future to advertise our regular hall events.

The Railway Club had mentioned that some biscuits seemed to have gone missing while the stage extension was in place for the panto.

There were no other user group comments.

23:23 ANY OTHER BUSINESS

Alison had received an email from CCS advising that our Hallmark accreditation is due for renewal this year. Alison will complete and return the application form before the end of March deadline.

The proposed date for the next meeting is actually Good Friday. Alison cannot make the Friday before or the Friday after so it was agreed to check which members could make either 7th or 21st April and go with the majority.

There being no further business the meeting closed at 18:20.

PLEASE ADD TO YOUR DIARIES - the date of the next meeting will be FRIDAY, 7 April 2023 OR Friday, 21 April 2023 if necessary, at 5.00pm.

L. Taylor
21/04/23

