

# Whimble Victory Hall

Minutes of the meeting of the Trustees held on 29<sup>th</sup> September 2003.

## Present

John Discombe	Chairman
Danny Bratt	Representative VPA
Sylvia Broom	Representative WI
Nicky Hitchcock	Representative History Society
Amanda Fielding	Representative Whimble School
Joan Bellamy	Representative PTFA
Alex Trotter	Representative British Legion
Teresa Daniels	Bookings Secretary
Arthur Iball	Representative over 60's
Bob Scanlan	acting as secretary
Caroline Ward-Rees	Elected member
John Williams	Elected member

## 1. Apologies:

George Begent, Peter Bowden, Avril Ellingham, Pam Scanlan.  
Nicky Hitchcock was welcomed as the new representative for the History Society, and John Williams was proposed and accepted as a co-opted member.

## 2. Minutes of Previous Meeting:

The minutes of the previous meeting held on 4<sup>th</sup> August 2003 were agreed as correct and signed by the Chairman.

This was proposed by John Williams and seconded by Arthur Iball.

## 3. Matters Arising:

- 3.1 To receive reports on actions arising from the previous meeting.
  - 3.1.1 Carpet bowls will start when the school use returns to normal probably after half term.
  - 3.1.2 The window curtains have been hung and the stage curtains are in the process of being made.
  - 3.1.3 New lock has been purchased. Teresa and Irene have keys.
  - 3.1.4 John awaiting information from Devon Purchasing. He will then purchase six replacement tables.
  - 3.1.5 A proposed job description for the caretaker was circulated to the committee and comments invited. We must be satisfied that sufficient time is allowed for the work to be carried out. John W. is concerned that health and safety is taken into account at all times (e.g. is it reasonable to expect the caretaker to replace light bulbs using a tall stepladder.) It was accepted that such tasks needed to be included in the job description but that the caretaker should ask for help or refer the matter to the maintenance committee when
- 3.2 John D. to speak to the caretaker about the mat in the billiard room.

## 4. Maintenance:

In George's absence his report was read out. (copy on back page). Arthur supported the need for better maintenance of the grounds behind the hall.  
Concern was expressed about the growing cracks in the walls of both main rooms.  
The door to the billiard room has been repaired again.

## 5. Correspondence:

A letter has been sent to the youth club requesting removal of their equipment. No reply to date.  
An application has been sent to the Council to run the car boot sale again next year.  
We have received written confirmation of the details of the EHO visit.

An application has been received from the over 60's to pay the discretionary rate. This was unanimously agreed.

An application has been received from the friends of Whimple Church to pay the discretionary rate. After discussion it was agreed by a majority vote not to offer the discretionary rate as the Friends are not a registered charity nor are they making regular block bookings.

A letter of complaint was received from the school regarding the cleanliness of the hall, and from the playgroup. There have also been two recent verbal complaints. The committee agreed that the standard of cleanliness is unacceptable. The complaints should be discussed with the caretaker. It was decided that once the new job specification had been agreed, it would be used as a basis for acceptable cleanliness. It was decided that a review of the cleaning, caretaking and outside maintenance will be carried out after the AGM with a view to inviting tenders for each aspect of this work.

A quote has been received for sanding the floor and stage area. Total cost £2000 plus VAT. George suggested in his report that we could hire equipment and do the work ourselves. The committee felt it would be better and cleaner to have it done professionally. It was decided to get further quotes.

#### **6. Treasurer's Report:**

The treasurer's report was read out. Invoicing for August is complete and some have gone out for September.

The current situation is:

Current account at 26.09.03	£3705.57
Deposit account 8.08.03	£3966.70
Outstanding invoices including August	£2784.00
Uncleared cheques (debits)	£458.90
Uncleared cheques (credits)	£45.30

#### **7. Booking Secretary's Report:** No significant change in the pattern of recent bookings.

#### **8. Any Other Business:**

- 8.1 The Playgroup asked for confirmation that they can go ahead with the proposed outdoor all weather play area. This was agreed.
- 8.2 Irene Carter has purchased new coat hooks for the ladies toilets. She insists on paying for them.

#### **9. Date of the Next Meeting:**

The next meeting will be the AGM and will be held on Monday 27<sup>th</sup> October 2003 at 7.30 p.m. Notices will be displayed in the village and on the noticeboard. The secretary will invite all organisations to nominate their representatives for next year.

The meeting closed @ 9.15 p.m.