

Whimble Victory Hall

Minutes of the meeting of the Trustees held on 9th April 2001.

Present

Raymond Burrough	President
John Discombe	Chairman
Brian Weeks	Vice Chairman
John Mackie	Treasurer
Pam Scanlan	Secretary
Paulette Weeks	Bookings Secretary
Peter Bowden	Elected Member
Bob Scanlan	Elected Member
Daniel Batt	Representative V.P.A.
Sarah Griffin	Representative Playgroup
Arthur Iball	Representative Over 60's Club
Caroline Ward Rees	Representative School PTFA
Sylvia Broom,	Representative WI
Shirley Peters.	Representative MU and History Society

1. Apologies:

Apologies were received from Carole Shilston, and a letter of resignation was received from Len Luck. In accepting his resignation the committee agreed to write to Len and thank him for the service he had given to the committee, both as a member and more recently as chairman.

Roy Illingworth was in attendance.

The meeting was preceded by a Charity Commission video on the roles and responsibilities of trustees.

8.1. Village Day.

This item was brought forward with the agreement of the committee.

The Chairman introduced Roy Illingworth who will be co-ordinating the village square stalls on the morning of village day. Roy said he needed up to date information on organisations who might be interested in having a stall. It was pointed out that a list could be found in Whimble News. Members of an arts and crafts club in Exeter have already expressed interest. Roy will be sending out a letter with a response form attached.

The cost of hiring tables was discussed and it was agreed to charge everyone the same.

Large table	£10	Small table	£5
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Caroline said that the PTFA, who are running Village week, will produce a programme. A fun run will be held at 10.30a.m. on the morning of village day.

John Mackie confirmed that we hold a current licence to run a raffle.

Roy then left the meeting.

2. Minutes of Previous Meeting:

The minutes of the meeting held on 12th February 2001 were agreed as correct and signed by the chairman.

3. Matters Arising:

- 3.1.1. No progress as the existing paperwork has still not been received from the previous secretary. John M gave the secretary the insurance details so she can progress the matter. **Action: PS**
- 3.1.2. The draft constitution has been received and will be considered by the sub committee. Any amendments will then have to be accepted by the full committee. **Action: JD/PB/RS**
- 3.1.3. Louise Barchard has still not received a letter, so Pam agreed to write to her as per the minutes of 27th Nov 2000. **Action: PS**
- 3.1.4. The chairman has spoken to the Parish Council and East Devon District Council about the retaining wall. They have agreed to do the work and hope to get the money from the "safer routes to schools" initiative.

- 3.1.9 The Parish Council has granted £100 to the committee to help with maintenance expenses. We have also applied to the Community Council of Devon who could pay a third of the costs (£308). If they agree, E.D.D.C. will automatically match the amount, and we will only have to pay £208. John has asked permission to start the work before the grant is agreed. The committee agreed that the work will have to go ahead even if we have to pay the full cost.
- 3.1.10 The hall is now regularly cleaned on Sundays, and there have been no further problems. Paulette was asked to tell the cleaner to keep the mop in the boiler room in preference to the kitchen cupboard.
- 3.1.11 Equipment has been purchased
- 3.1.12 Equipment has been purchased as requested.

3.2 There were no further matters arising.

4. Maintenance:

The urn in the kitchen has been repaired.

The lock on the door between the committee room and the main hall has been replaced.

New paper towel dispensers have been fitted in both toilets.

A maintenance request form has been produced, and this will be circulated to all groups using the hall.

It was unanimously agreed that Brian Weeks should join the maintenance committee.

It was proposed by John D and seconded by Paulette that Len Luck should be asked to continue with the hall maintenance as per the offer in his letter of resignation. This was unanimously agreed.

5. Correspondence:

The secretary advised the meeting of all correspondence received since the last meeting.

Amendments were agreed to the proposed headed notepaper.

It was agreed that the secretary could buy some paper and envelopes.

6. Treasurer's Report:

John Mackie reported that the current financial position is as follows:

Current account balance	£3227.69
Deposit account balance	<u>£2398.92</u>
Total	<u>£5626.92</u>
Outstanding cheques	£153.05

The treasurer will transfer £2000 to the deposit account.

7. Booking Secretary's report:

The playgroup will be running a summer school again this year.

The dates for next year's long running bookings from September are needed now.

The noticeboard needs updating, renovating and possibly relocating.

The secretary was asked to contact Steve Cutts about the memorial plaque for Joan Hartnoll.

The Chairman proposed a booking form should be introduced, and he has sent a copy to the bookings secretary for comment. It was agreed that this is a good idea. Terms and conditions of hire will be printed on the forms and John will circulate a draft copy with the minutes.

Action: JD

8. Any Other Business:

The Chairman agreed to write an article for the next Whimble News.

Action: JD

It was agreed to spend £10 on a card and fruit for Les Carter who has been in hospital.

Action: PW

It was agreed that after a late event at the hall, the hirer should be asked to lock up. A deadlock will be fitted on the front door.

Action: JD

The playgroup has submitted a quote for £233.47 to install a new sink unit and cupboard as the free one is no longer available. The Chairman offered a free one if they could wait until June. This offer was accepted. **Action: JD**

9. Date of Next Meeting:

This will be held on Monday 4th June at 8.00pm.

The meeting closed @ 9.55 p.m.