

Whimble Victory Hall

Minutes of the meeting of the Trustees held on 24th November 2003.

Present

John Discombe	Chairman
George Begent	Treasurer
Pam Scanlan	Secretary
Teresa Daniels	Bookings Secretary
Daniel Batt	Representative V.P.A.
Avril Ellingham	Representative Parochial Church Council
Arthur Iball	Representative Over 60's Club
Sylvia Broom	Representative W.I.
Alex Trotter	Representative British Legion
Peter Bowden	Elected Member
Bob Scanlan	Elected Member

1. Apologies: John Williams.

2 Minutes of Previous Meeting:

The minutes of the meeting held on 29th September were agreed as correct and signed by the Chairman. This was proposed by Alex and seconded by Danny.

The minutes of the meeting held on 27th October were agreed as correct and signed by the Chairman. This was proposed by Alex and seconded by Sylvia.

3. Matters Arising:

- 3.1.1 Short mat bowls: It was agreed that we should start in January.
 - 3.1.2 Curtains: All finished and fire-proofed. The PC grant has paid for the curtains for both the hall and the stage and also the voile ceiling drapes.
 - 3.1.3 Hall sign: The large sign has come down. It has been repaired and will be put up again.
 - 3.1.4 New tables: These tables need to be stacked front to front to protect their surfaces. They will be stored in the committee room and will be fixed to the wall.
 - 3.1.5 Hall floor: This has been polished and resealed. A further quote is being sought for the sanding.
 - 3.1.6 Caretaker: The complaints raised at the last meeting have been discussed with Irene and the details of the discussion have been confirmed to her in writing. She has subsequently asked for a pay rise and was told to put her request in writing to the committee.
 - 3.1.7 Entertainments licence: EDDC have written urging us to finalise our application. It was agreed to find an electrician to replace all the light fittings. John proposed we replace fittings in all rooms provided the cost did not exceed £350. This was seconded by Alex and unanimously agreed.
- 3.2 It was suggested that the ceiling drapes be offered to hirers for social functions. This would be fitted by the committee and John suggested a hire charge of £50. This was seconded by Avril and unanimously agreed.

4. Maintenance:

The gents toilet needs redecorating.

A discussion took place concerning the possibility of screening access to the kitchen from the main hall. It was agreed that there is no real need at present.

George is to put the grounds maintenance out to tender. He has three local names to contact including Len Luck who currently does the work.

There is still a large hole in the doors to the main hall. It was agreed that they should be replaced.

The cracks in the walls of the billiard room are getting worse.

All the external gutters need cleaning. Arthur agreed to organise a working party.

5. Correspondence:

Letter from EDDC regarding the entertainments licence.

6. Treasurer's Report:

Current account balance	£4479.84
Deposit account balance	£3976.81
CCLA Investment	£ 643.74
Monies owed	£ 260.00
Cash in hand	£ 120.00

Avril proposed that the CCLA investment should be transferred to the deposit account. This was seconded by Peter and unanimously agreed.

Bob proposed that George should have authority to transfer money between accounts as appropriate for the financial situation at the time. This was seconded by Peter and unanimously agreed.

George tabled the statement of accounts for the year ending 31.08.03. (A copy is enclosed with these minutes.)

The over 60's discretionary rate will stay as already agreed.

John and George will speak to Andy Bratt in response to the letter from the VPA concerning the rental for next year's show.

The keep fit account has still not been settled. George will follow this up with a recorded delivery letter giving the debtor 14 days to pay and threatening the small claims court.

From 1.09.03 the school will be charged £25 per day. It was proposed by Peter that this should be increased to £30 per day for the extra use during the building work. This was seconded by Danny and unanimously agreed. George to write a covering letter to DCC.

7. Booking Secretary's report:

Regular use is continuing and there are currently no free evenings.

The pantomime group have made their usual annual booking.

8. Any Other Business

Avril suggested a carpet in the committee room as the Church has one we could have.

The urn is missing from the kitchen. As there is no apparent explanation it would appear to have been stolen

An exit sign is also missing.

An inventory of all the hall's equipment is needed.

The locks on the main doors are to be changed, a new procedure for locking and unlocking will then be written.

9. Date of Next Meeting: 12th January 2004

7.00 p.m. **EGM**

7.30 p.m. Committee meeting.

The meeting closed @ 9.30 p.m.