

Notes of the committee meeting – 21 February 2018

Present:

Jamie Lee	Jill Moorhouse
Helen Hubbard	Jocelyn Watson
Frances Staniforth	Jo Wallis
Sarah Jones	

		Action
1	Discussion of the fence	
1.1	Discussed and unanimously agreed that the solution is acceptable to both parties and that this is the end of the matter.	
2	Matters arising	
2.1	Air conditioning: <ul style="list-style-type: none"> Frances has in hand; coming a week on Friday 2 March To ask whether the current system can heat as well as air condition 	FS
2.2	BT line: <ul style="list-style-type: none"> Jill reported that the line was fixed but now not working; BT visited 21 February. It was an underground route and there was a gap; re-routed it along the front and across the roof and now resolved 	
2.3	Curtains: <ul style="list-style-type: none"> Discussed whether the curtains should be cleaned (can't remember the decision) 	
2.4	Floor sanding: <ul style="list-style-type: none"> Frances contacted the previous sanders but received no reply. Has contacted an alternative. Will report at next meeting 	FS
2.5	Uplighters: <ul style="list-style-type: none"> Jo brought Alan's catalogue – he will provide prices Decided to order a tall one and a short one to try Jo to find out the prices 	JW
2.6	Heating: <ul style="list-style-type: none"> The heaters are fixed at the right height so can't be moved. The heaters can switch off individually. Alan to show Jon how to do it Jo to provide laminated instructions for turning off the heaters. Jo to provide a small laminated set of instructions for the switch for the heater Also discussed whether we should have an 'opening' and 'closing' checklist. Jill to find the one that exists and discuss at the next meeting 	JW JM
2.7	Fire: <ul style="list-style-type: none"> Jon James has bought a log book. Will live in the office. He will do the checks each week and record in the book He has also organised keys to check the fire alarm 	

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	<ul style="list-style-type: none"> We also have a Fire Risk Assessment, JM has signed, the Fire Assessor said it was OK 	
2.8	PAT testing: <ul style="list-style-type: none"> Committee have identified that the PAT testing is not up to date. Jo to raise with Alan 	JW
2.9	Charities Aid Foundation: <ul style="list-style-type: none"> Jamie has had confirmation of this Monies to be received directly into the bank account 	
2.10	Emails on website/Facebook: <ul style="list-style-type: none"> Jamie has taken off some events advertised on Facebook which are supposed to be for local residents only 	
2.11	Charity Funds: <ul style="list-style-type: none"> Discussion about whether the committee should donate a % of the year's surplus to charity(ies). Agreed that a maximum of 10% of the surpluses could be given to up to 3 charities of the residents choice A note will go in the newsletter asking residents to contact a member of the committee or direct via the website. The recipients will be announced at the AGM The monies being collected at the coffee mornings are being donated to various charities. JM to keep a record of the amounts collected and who sent to for accounting and audit purposes 	JL JM
3.	Correspondence	
3.1	Clearbrook Village Hall leaflet: <ul style="list-style-type: none"> Jo has spoken to Lizzie Watts – we just need to decide on what we want to say in the leaflet. Need some good quality pictures of the hall. The more design we do ourselves the less it would cost. Average design cost = £175; print of 500 + £80; print of 1,000 = £125 Need to set some time aside with Lizzie designing the leaflet Jamie to create something in publisher and committee to comment 	JL
3.2	Non domestic rates: <ul style="list-style-type: none"> Sarah has received correspondence from WDBC re relief fir NDR Sarah to send in application for relief 	SJ
3.3	Letter from Pauline Hemery <ul style="list-style-type: none"> We have received a letter saying thank you for the note regarding us putting her map of Clearbrook in the newsletter 	
4.	Treasurer's report	
4.1	<ul style="list-style-type: none"> Sarah reported that we have £54,557.28 in total, which includes £37,761 in the savings account and £16,001.91 in the current account and £794.37 in cash. 	

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5.	Events	
5.1	Coffee mornings: <ul style="list-style-type: none"> • March – Jill M • April - Bake off – Sue and Cliff - JM to check still OK • May – photography competition 	
5.2	Saffron Spree – 21 July 2018: <ul style="list-style-type: none"> • Agreed we need to create a separate working group to do the detailed planning • Frances confirmed that Jo and Dan and Helen and Craig are organising the Dewerstone Dash as part of the event, including a children's fun run • Jill to ask Bryony about Neal's Yard stall • Jo to ask about Dartmoor Skincare stall, although we agrees probably have one or the other • Agreed to have another Scarecrow competition • Discussed the need to buy a marquee – need to research and get prices 	
5.3	Quiz Night: <ul style="list-style-type: none"> • Rick has been asked to do a quiz on 10 March 	
5.4	Chilli and skittles night <ul style="list-style-type: none"> • To be arranged for April/May 	
5.5	Pantaloons: <ul style="list-style-type: none"> • Booked for 7 September – As you Like it 	
5.6	Tom Greaves: <ul style="list-style-type: none"> • Is doing an event on 20 June and has asked the CCA to run the bar and take the profit 	
5.7	Junior Club: <ul style="list-style-type: none"> • Jamie asked whether the committee would support some money being spent to rent equipment for the club • The committee agreed to allocate £50 • The success of this would be monitored and further monies could be allocated 	
5.8	Wild Child: <ul style="list-style-type: none"> • Jamie confirmed all the dates for Wild Child • These will be put up on the noticeboards and in the newlsetter 	Various
5.9	Cornwall Villages in Action: <ul style="list-style-type: none"> • Noted that this has not moved on 	
6.	AOB	
6.	Problems with the men's toilet: <ul style="list-style-type: none"> • JM and JJ came to the hall with a plumber who identified the problem. Need to replace vents. Cost approximately £200 	
6.2	Broken bin: <ul style="list-style-type: none"> • BMPC are going to replace it 	
6.3	Maintenance: <ul style="list-style-type: none"> • JJ has been making good progress on the various jobs we asked him to do 	

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	<ul style="list-style-type: none">• Other jobs identifies as needing doing – guttering and rendering	
6.4	Defibrillator: <ul style="list-style-type: none">• BMPC to fit on the outside of the hall• Will use a small amount of electricity• Committee confirmed that we definitely want it	
6.5	General Data Protection Regulations: <ul style="list-style-type: none">• Jamie highlighted that everyone who receives the newsletter via email will need to give their explicit consent to receive email• Note to be put in the newsletter	JL
7.	Next meeting: <ul style="list-style-type: none">• Wednesday 21 March 2018 at 7.30pm	