

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft minutes of meeting held on Thursday 9th July 2015
At 7.30pm in East Worlington Primary School (Oak Classroom)

1. Present and Apologies:

Present: Steve Baber (Chairman), Miya Bond (Treasurer), Rachel Jenkins, (Secretary), Lorna Manton (Booking Secretary), Brian Edwards, Terry Pullen, Winnie Corley, Philip Risdon, Sandy Haughton.

Apologies: Campie Hurst Bannister (Vice Chairman).

Also present: Ron Moore, Richard Boxall, Johnnie and Lindsey Hartford, Kate Constable.

2. Minutes:

Decision	Action
<p>The minutes of the meeting held on Thursday 14 May 2015 were approved and signed. Proposed – Rachel Jenkins Seconded – Sandy Haughton All in favour</p>	

The progression of the building works were discussed next to allow Richard Boxall to leave the meeting once they had been completed.

8. Improvement and Development:

- i. **Conservation and Building Project Update – (for information) Steve**
 Steve suggested that a decision needed to be made to enable the building works to progress. All permissions are now in place but costings are above the budget. A detailed estimate of £107,000 plus VAT to complete all of the internal building works has been provided by the builder, Richard Slee. The quote to rethatch the hall is £25,200. At the present time there are insufficient funds to complete all of the works. It was mentioned and discussed that some of the internal works may be zero rated for VAT but this is down to the builder to determine. Richard Boxall mentioned that it may be possible to make savings by reducing what is done initially, for example leaving the glazed door (estimate £5,000) and the ventilation system (£3,000) to complete at a future date. Brian questioned whether a radon pump mentioned in the estimate was necessary, it was felt that it was. Terry and Johnnie asked whether it was possible that any of the figures were inflated. Steve and Richard Boxall have a meeting with Richard Slee on Wednesday 15th July when they will discuss the estimate in detail to see if any costs can be reduced. They will also find out the position regarding the VAT. A possible start date/timescale will also be discussed. Everyone present was happy for Steve and Richard Boxall to negotiate on their behalf. It was decided that following Wednesday's meeting Steve would report back to the committee and a further meeting would be held if necessary to decide on a course of action.

Phillip asked whether the quote included lifting and removing the existing floor. Steve said that no it didn't, the community were going to be doing that to save money. Miya mentioned that we would need to check the health and safety aspect of this and the position regarding insurance before this happened.

Decision	Action
Check insurance position	Steve

It was decided that when any contract is finally signed, Steve and Miya will sign on behalf of the Parish Hall Committee.

3. Matters Arising:

There were no matters arising but there were 2 items which had required action on the minutes of the meeting of 14th May 2015. These were for Lorna to write to Judith Kauntze to thank her for her help and support, which Lorna confirmed had been done and for Steve to upload a copy of the Strategic Business Plan for 2015-18 onto the website, which Steve confirmed had been done.

4. Finance:

i. Treasurer's Report (for information) Miya

Miya had prepared a finance report for the period 1st April – 30th June 2015 which showed that there is a total of £92,675.11 in various accounts. She mentioned that this sum did not include the monies for the June Brunch or the Ukulele Bashers evening. Miya said that she had recently claimed £300 in Gift Aid.

Everyone agreed the report was clear and understandable. Steve thanked Miya.

ii. Update on Grants and Funding

- (a) **Awards for All.** Miya informed the committee that unfortunately, as the money had not been spent within the specified period, £8,785 of grant money had been returned to "Awards for All". However, she went on to inform the committee that a new grant had successfully been gained from "Awards for All" for £9,400. This grant money needs to be spent within 12 months.
- (b) **The Veneziana Fund.** Steve told everyone that a grant application had been successful and an award of £1,250 had been made
- (c) **Aviva Community Fund.** Steve informed everyone that this application had not been successful.
- (d) **North Devon Councillor Community Grant.** Steve mentioned he is in the process of applying for this grant which is available annually. There is possibly around £300 available for the Parish Hall Committee. Steve asked for suggestions from people as to what we should say we want the grant for. It was decided to ask for money for tables to complete the rack of tables that is already in the hall.
- (e) **North Devon Communities Fund.** Steve said that this is another grant which can potentially be applied for but it needs someone to complete the application process. It was left that anyone willing to do this would contact Steve.

Also discussed. The question was asked whether a reply had ever been received from The Earl of Portsmouth regarding him possibly making a donation to the Hall Project. Steve said no final reply had been received and that he would chase it up.

It was mentioned that the Jazz Night, taking place on Saturday 11th July, was possibly the last one that John and Sheila Hockley were holding. If this was the case Lorna suggested approaching John and Sheila regarding the possibility of the Parish Hall Committee running a similar event next year to raise money for the Parish Hall Fund. This was felt to be a good idea.

Decision	Action
Speak to John and Sheila Hockley to find out if they going to be organising another Jazz night. If not ask whether they would be happy for the Parish Hall Committee to possibly organise one next year.	Phillip

5. Business Plan:

- i. **Update on Booking Arrangements and Procedures.** Laura told everyone that she had implemented a new booking system and that this was working well. Eventually it is hoped that bookings will be able to be viewed and even possibly made online.
- ii. **Heritage Group Report –** The last meeting was postponed as the hall was needed for some other purpose but a meeting is planned for August. At the moment the group are working on producing a recipe book of favourite recipes and the history of the village, which may eventually be made into a leaflet/pamphlet.

6. Membership Roles and Responsibilities:

- i. **New Members – (for discussion) All.** Steve said we are always keen to attract new members. He ask that all Committee members should think how we can achieve this objective.
- ii. **Monthly Draw – (for discussion) All.** Steve mentioned that it would be beneficial if there was one person to oversee the monthly draw in its entirety. He asked if anyone was willing to take it over. There were no volunteers from those present so it was left that this would continue to be organised by Steve, Miya and Rachel until someone could be found.
- iii. **Newsletter/Publicity – (for discussion) All**
 This is currently being prepared by Steve and he mentioned that it would be helpful if someone else could take it over. There were no volunteers from those present and so it was left that Steve would prepare the Summer edition whilst a volunteer was sought.

7. Policies:

i. **Monthly Electric and Fire Safety Testing (report) - Brian**

Brain reported that there were no issues to report and that we remain compliant with legislation and our policies and risk assessments.

Decision	Action
To check the date when the fire extinguishers were last inspected	Rachel

ii. **Sale of Alcohol – (for discussion) All**

Steve said that although this had been discussed before, following the recent pub night someone had raised a question with him regarding the distribution of “homebrew”. He had said he would raise the matter for discussion again.

Brain informed those present that he had looked into this when the matter was previously raised and that as long as it is not being sold and is being shared with family and friends there is not a problem. Rachel was concerned that in the case of a complaint would it be possible for there to be a clear distinction between drinks that were being sold and the “homebrew” that was being shared with family and friends and how this would be viewed legally. Rachel also asked who held liability for compliance. Miya said she wasn’t certain but it could potentially be the entire Parish Hall Committee. This point will be clarified and reported back at the next Committee meeting.

Steve suggested two approaches to be considered when planning future events. These were to buy in beer, possibly from the Ukulele Bashers at £65 for 72 pints, or to run an event as a private party. It was left that a decision would be made when planning the next event.

8. Improvement and Development:

i. **Conservation and Building Project Update – (for information) Steve**

See after item 2.

ii. **Timber floor – (for information and discussion) Steve**

Terry spoke about the solid oak timber floor which is being removed from the old hall at Chulmleigh School over the summer and could potentially be recycled and used as the “new” flooring for the Parish Hall. Richard Boxall has been to view the floor and provided a written report. In his opinion although the flooring is in good condition and could be made to look very attractive with sanding and resealing, the time and cost involved in lifting, moving and relaying the floor would be prohibitive. Johnnie asked whether the floorboards would be suitable to use with underfloor heating and Terry confirmed that they would. After discussion and reading the report it was felt that although it was a shame to see the beautiful flooring go to waste it would not be viable for it to be used in the Parish Hall works. Steve thanked Terry for thinking of the Parish Hall and bringing the matter up at a meeting of the Chulmleigh Academy.

Decision	Action
To write to Chulmleigh Academy, thanking them for the kind offer of the floorboards and informing them that due to the work/costs involved it would not be possible for us to accept.	Rachel

9. Repairs and Maintenance

i. Update on Maintenance and Repairs (for information) Steve/Ron/All

Ron said that things were in good repair apart from one blind which needed repairing.

Phillip mentioned there was a crack in the far wall of the hall. Steve said the builder (Richard Slee) was aware of this and had explained how it would be remedied when the building works took place.

10. Marketing, Promotions and Communications

i. Summer Newsletter –Steve

Steve asked for any suggestions for content in the Summer Newsletter. Details of the recent pub night along with an update on the planned building works were suggested.

11. Activities and Events

i. Report on Pub Games Night With Live Entertainment – All who attended

All who had attended felt it was an enjoyable evening which had gone well.

ii. Report on Community Lunch - Steve

Steve reported that the lunch was well attended and that those present had enjoyed themselves. The fact that the community lunches don't raise much money was mentioned but Steve pointed out that they were never designed to be big fund raisers, rather events for the community and as long as costs were covered that was fine.

iii. Fund raising Activities 2015/16

(a) Bearnese, Hampton and Littlewood – Call My Bluff evening –Liz

Steve reported that Liz had been in contact with Bearnese, Hampton and Littlewood and although there was no firm confirmation of anything they have not said no.

(b) Recipe Book – Liz

This is a work in progress and will be discussed further at the next meeting.

(c) Pizza Night

Steve mentioned that as we had received a grant from The Veneziana, Fund where the money comes from the customers of Pizza Express, it was a suggestion that we had a pizza night as a fund raiser. This was felt to be a good idea but a date could not be set at the present time due to the uncertainty regarding the availability of the hall if/when the building works start.

12. Any Other Business

There was no other business.

13. Date of Next Meeting

7:30pm on Thursday 10th September 2015.

The meeting ended at 9.05pm.