

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft minutes of meeting held on Thursday 10th September 2015
At 7.30pm in East Worlington Parish Hall)

1. Present and Apologies:

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

Apologies: Campie Hurst Bannister (Vice Chairman), Sandy Haughton, Terry Pullen

Also present: Ron Moore

2. Minutes:

| Decision | Action |
|--|--------|
| <p>The minutes of the meeting held on Thursday 9th July 2015 were approved and signed. All in favour</p> <p>The minutes of the meeting held on Thursday 13th August 2015 were approved and signed. All in favour</p> | |

3. Matters Arising:

- i. **Insurance for Volunteers during building works** Steve informed the meeting that he had been in touch with the insurance company to confirm the situation regarding volunteers removing the floor, floor joists and stage in readiness for the builder. The insurance company had confirmed we would be covered but insisted on several conditions, such as no one working at height, a risk assessment being done, only hand tools being used and that this part of the project is supervised by someone with suitable experience.
- ii. **Jazz Night** Lorna said that a subcommittee had been set up and had met to look into the possibility of organising a Jazz night. The sub-committee members are Lorna Manton, Steve Baber, Liz Guppy, Sandy Haughton, Brian Edwards and Campie Hurst Bannister. Additionally Brian and Wendy Percival had attended the meeting and were interested in helping organise the event. The proposed date for the event is 9th July 2016. Brian Percival agreed to organise booking the band. The group plans to meet again in January 2016 when the potential split of any profit between the Parish Hall Fund and the Children's Hospice will be discussed.
- iii. **Fire Extinguishers** Rachel confirmed that the hall fire extinguishers were last inspected in January 2015 and were therefore due to be inspected again in January 2016.

4. Finance:

- i. **Treasurer's Report (for information)** Miya had prepared finance reports for the period 1st April – 31st August 2015 which showed a total of £103,741.26 in various accounts. Miya explained that because of the possibility of registering for VAT she had changed the way that the income and expenditure for fundraisers was shown on the accounts; now just the profit from these events was shown as a donation from whoever was organising the event. She explained that she was able to claim Gift Aid on donations.

Miya mentioned there was a sum of £21 outstanding for hall hire and that, despite reminders being sent, she was struggling to collect it. Lorna mentioned that she was having problems getting people hiring the hall to fill in and send back the necessary paperwork prior to hire. It was agreed that these matters would be discussed more fully at the next meeting.

Steve thanked Miya for all her excellent work.

- ii. **Update on Grants and Funding (for information)** Steve said that he had made a grant application to Screwfix which we are still waiting to hear about. Regarding the Devon Communities Together funds that we have been awarded, Steve had been informed that we need to let them have the relevant invoice from the builder when we receive it. They will then release the grant money to us.

5. Business Plan:

- i. **VAT (for discussion)** Miya explained that as it stands VAT in the region of £20,000 will have to be paid on the works on the hall. There would be the possibility of claiming about £12,000 back if the Parish Hall Committee became VAT registered, but this would not be straight forward. She had discussed the VAT situation at length with Sean Hartrey (from Bedford & CO, Accountants, Crediton), who had spoken to HM Revenue and Customs (HMRC) regarding the situation. The first potential problem is that if the Parish hall was ever sold VAT would have to be charged on the sale, something called an Option to Tax. As the Committee don't own the building this is a problem. Miya said that Sean was going to speak to HMRC to see if there was any solution to this. Miya also told the meeting that if we register for VAT an inspection of the financial records was likely to take place. The inspector would examine 10 years of accounting records and looked at who had hired the hall; if the majority of hall hire was to groups/individuals who were not VAT registered we would potentially have to pay VAT on amounts charged out. Once registered for VAT the registration would have to remain for 20 years. A return would need to be submitted each quarter.

| Decision | Action |
|---|--------|
| To NOT register for VAT Proposed: Lorna Seconded: Liz The majority of the meeting were in favour of the motion. | |

Steve suggested a letter of thanks should be send to Sean Hartrey. Steve and the rest of those at the meeting thanked Miya for all her work investigating the VAT situation.

| Decision | Action |
|--|--------|
| To send a note of thanks to Sean Hartrey | Rachel |

- ii. **Heritage Group Report (for information)** Steve said that the Heritage Group continues to meet monthly. Details of their plans can be seen displayed on the wall in the hall.
- iii. **Business Planning for the future** The need for the hall to remain as a community venue was discussed and the possibility of it being able to hold wedding receptions, dances etc was mentioned. The lack of parking was felt to be a major stumbling block for large events being held in the hall. It was agreed that once the building works were completed the parking issue and business plans for the future would be discussed more fully.

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.** Rachel told the group that as Jude had stepped down a new individual needed to be registered with North Devon District Council as the organiser for the monthly draw. She explained that at present the administration of the draw is split between Steve, Miya and herself and asked whether anyone would be willing to take it on in its entirety. Liz said she would ask Paul (Guppy) whether he would be willing to do it and would let Rachel know.

7. Policies:

- i. **Monthly Electric and Fire Safety Testing (report)** Brain reported that there we no issues to report and that we remain compliant with legislation and our policies and risk assessments.

8. Improvement and Development:

- i. **Conservation and Building Project Update – (for information)** Steve said that the moving of the electricity cable was taking place shortly. Richard Slee will dig a trench on 29th September and the electricity company will move the cable on 1st October. The cable is being re-routed into the store room. The fuse box and the meter are also being moved into the store room. Richard Boyles is doing this. Steve said that the window in the store room had been blocked up and would be plastered over this coming weekend in readiness for the alterations. Steve confirmed that Richard Slee is starting work on the Hall on 19th October, and that the week beginning 12th October is when the volunteers would be required to remove the flooring, floor joist and stage.

He said that he had written to the residents of Worlington to advise them of the planned timescale of works.

The banners and curtains are to be stored at Jean Smyth's for the duration of the building works.

- ii. **Phone line installation (for discussion)** Steve mentioned that the builder had asked whether a "landline" was to be installed when the building works were done. It was felt that in principle this was a good idea, but the practicalities, such as initial cost, ongoing rental etc would need to be explored more fully before a decision could be made. This will be discussed further at a future meeting.
- iii. **Planning re-decoration** Steve suggested that some thought should be given as to what colours to use to decorate the hall once the building works were completed.

| Decision | Action |
|--|---------------|
| To get some colour charts and explore colour options | Lorna and Liz |

- iv. **Interim Arrangements for Hall Users (for information)** Lorna told the meeting that alternative arrangements up to the end of December had been made for all hall users who would be affected during the building works. They would be able to use either the church or a room at the school. Users will be charged as if their event took place in the hall and then the Parish Hall Committee and the school will sort out any amendments when the works are complete. Miya mentioned that at present the Parish Council do not pay for hall hire. It was agreed that this would be discussed further at another meeting.

9. Repairs and Maintenance

- i. **Update on Maintenance and Repairs (for information)** Steve/Ron/All Ron said there was nothing to report.

10. Marketing, Promotions and Communications

- i. **Parish Hall Newsletter** Steve said that he had sent out the autumn newsletter with details of the planned building works. It is his intention that updates will be sent out frequently to keep the community informed of progress during the planned works.

11. Activities and Events

- i. **Fund raising Activities 2015/16 (for discussion)** The possibility of having a "pub night" type fundraiser before the building works begin was briefly discussed but it was felt that the local social diary was already quite full. An alternative date was therefore suggested.
- ii.

| Decision | Action |
|--|--------|
| To hold A "Christmas Pub Night" on Friday 11 th December 2015 All in favour | |

Steve suggested holding a fund raising sponsored walk in May 2016. This was felt to be a good idea. Details will be firmed up at a later date. Liz told everyone that the "Call My Bluff evening" with Bearnese, Hampton and Littlewood was still on the agenda once the building works were completed.

- iii. **Quiz Night – 16th October 2015 (for information)** Steve told the meeting that the quiz night that was being held would take place in the church as the building works would have begun.

12. Any Other Business

Steve told everyone that the extra tables had been ordered and would be delivered on 23rd September.

Steve also mentioned that Jude had asked if the Public Address System that she was currently storing for the committee could be stored elsewhere. Miya offered to store it.

The email from Campie asking if the next meeting could be held on Wednesday 11th November instead of the 12th was briefly discussed. Several of those present mentioned they had other commitments on Wednesdays. It was therefore decided to leave date of the next meeting unchanged.

13. Date of Next Meeting

7:30pm on Thursday 12th November 2015.

The meeting closed at 9.15pm.