

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft minutes of meeting held on Thursday 12 March 2015
At 7.30pm in the Parish Hall

1. Present and Apologies:

Present: Steve Baber (Chairman), Campie Hurst Bannister (Vice Chairman), Miya Bond (Treasurer), Jude Coldwell (Secretary), Brian Edwards, Liz Guppy, Lorna Manton, Winnie Corley, Philip Risdon.

Apologies: Terry Pullen, Sandy Haughton.

Also present Ron Moore, Brian Percival, Gavin Manton.

Steve welcomed everyone to the meeting. It was suggested that item 8. Improvement and Development should be covered first.

2. Minutes:

Decision	Action
The minutes of the meeting held on Thursday 8 January 2015 were approved and signed. Proposed – Campie Hurst Bannister Seconded – Brian Edwards All in favour	

3. Matters Arising:

i. Wild West Net (update)

The PCC, PC and Wild West are working together to move this project forward, still work in progress. The hall will get free access.

ii. Car Park

This has been discussed at PC and Steve Baber to speak with Jean Smyth.

iii. Car Park and Hall Doors - Health and Safety

Jude had sent an email to the school asking them to ask visitors not to obstruct the main doors. Steve reported that this issue is a H&S issue..

4. Finance:

i. Treasurer's Report (for information) Miya

Miya had circulated the finance reports prior to the meeting.

Accounts Receivable	£ 21.00
Cash Account	£ 181.01
Current	£ 6,595.65
Maintenance Fund	£18,758.59
Thatching Fund (Restricted)	£ 1,057.80
Working Deposit Account	£56,368.34

£82,982.39

Miya said she feels the accounts are currently healthy. Steve has applied for more grants.

ii. Preparing End of Financial Year Accounts – Miya

Miya said that we need to find someone to audit the year end accounts and because of the sums involved we have to go through a more rigorous process (Charities Commission regulations), this will most likely mean we need to pay someone. Miya will approach Sean Hawtrey.

5. Business Plan:

- i. **Heritage Group Minutes** – The latest minutes are now on the website.
- ii. **Heritage Project Launch** – The launch evening was very successful.
- iii. **Preparing Annual Report** – The Annual Report has to be produced for the AGM. A Trustee and Secretary report will need to be produced.

6. Membership Roles and Responsibilities:

No Items.

7. Policies:

i. Alcohol Licence Compliance (discussion and decision) – Jude

Jude brought to the attention of the committee that the current practice of selling homebrew at events was not legal and we should review our selling of alcohol at events. Jude to produce paperwork to back up.

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

Brian reported that everything was ok.

8. Improvement and Development:

i. Long Term Project Plan (document) (for information and agreement) – Steve.

Steve circulated a document identifying the long term conservation and improvement plan of the hall. This shows completed work, work currently in progress and projects which still need to be funded and started. This document will help with future funding.

Brian Percival shared his drawings and thoughts on the development of the foyer.

There would be disabled/ladies/gents toilet and storeroom. It would comply with the number of toilets for the number of people in the hall. The store would hold the table tennis tables.

It would however have an impact of the car parking and elevation of the building.

Brian went through the different options of storage of the heating boiler.

A discussion followed about parking, and the possible loss of parking spaces outside the hall should the building work be carried out

Plans would need to be drawn up, as Brian Percival is now a retired architect.

Steve asked where we go from here following discussion. It was suggested we sound out listed building people, Brian said he was happy to attend any meeting arranged with them. The general feeling was that we should revisit this at a later date with a lot going on at the moment, however the plans were very well received and thanks to Brian for his input.

A discussion with Collette Hall and Jean Watkins may be helpful and we need to identify a person who will do the necessary technical drawings and specifications.

ii. Heating (for discussion and decision) Steve

Discussing air source heating and how it will work in this building.

- A need to know the difference between air/oil running costs before we can proceed.
- How an outside boiler would work with the thatch/leaves etc.
- Only currently have one quote for air source as the other company declined to quote for a building like ours. More than one (ideally 3) quotes would be preferred.
- One grant runs out on April 6 2015, we already have an extension on one grant.
- Brian said he would do some work to check out the heat loss in cob. He will contact a cob specialist to determine transmission of heat through cob walls, oil vs air source.
- Brian to get UV values.

Brian Percival and Gavin Manton left the meeting at 9.10 p.m.

iii. Managing and Decommissioning of the Hall – events and bookings (for discussion and action) – Jude/Steve

This would need to be carefully managed with close communication between the school and hirers.

9. Repairs and Maintenance:

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

Ron said the drain cover needs repairing.

10. Marketing, Promotions and Communications:

i. Response from notification of Heritage Project Launch – Parish

Council, Politicians, Press. – Steve wrote to MP's, Elected Member for DCC, Elected Member for NDC, East Worlington PC and the press, North Devon Journal and Crediton Courier. There was nothing in the press, 2 local MP's did visit.

Steve suggested a Heritage A4 update regularly, Steve had circulated an A4 Intouch Information Sheet as an example.

ii. New Website and ICT technologies (for information and action) – Steve

A website is being developed by Martin Bond, he is offering training for anyone who may wish to contribute to the website.

iii. Newsletter (Spring Edition due) Steve – Steve asked for any

suggestions for a theme for the next newsletter.

11. Activities and Events:

i. Pub Games Night – Steve – Steve said tickets were on sale for the next pub games night.

ii. An Evening with the Bashers – Jude – Jude to check availability.

- iii. **Chair's Challenge 2015 (2p Collection) Lorna/Steve** – This is going well.
- iv. **Other events for the year – What are they?** – A jazz night in the future was briefly discussed.

12. Any Other Business:

Phillip mentioned the car parking issues related to the land opposite the hall. This is an ongoing problem.

Jude asked if we could purchase some anti-slip mats for the kitchen. Jude to get costings.

13. Date of Next Meeting:

7.30 Thursday 14 May 2015

AGM and Committee Meeting.

The meeting closed at 10.10p.m.