

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of meeting held on Thursday 13th August 2015
At 7.00pm in East Worlington Parish Hall

1. Present and Apologies:

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

Also present: Ron Moore, Judith Kauntze

2. Building Works Update:

Steve welcomed everyone and thanked them for attending this additional meeting to reach a decision on how to go forward with the conservation and building works. He explained that he had met with Richard Slee (the builder) and Richard Boxall to discuss the building works and costings. Miya and Steve had also had an additional meeting with Richard Boxall on Saturday 8th August to discuss the possible ways forward.

After this brief introduction, it was agreed to discuss the financial situation to enable Judith to leave the meeting once this had been completed.

3. Financial Situation and VAT Update

i. VAT situation- Miya

Miya told everyone that “every avenue had been explored” with regard to the VAT on the building works and the outcome was that VAT had to be accounted for. One option to enable the VAT to be reclaimed would be to become VAT registered, however it was felt that this was not a decision to be made lightly and it will be discussed in more depth at the next full committee meeting.

ii. Financial Situation - Miya

The cost of the revised building works (after allowing for certain items, such as the glass door and ventilation etc, to be completed at a later date) is shown as £143,407.84 (including VAT). Miya had prepared a financial statement to share with the meeting. She explained that the funds available to spend on the works was £136,558.11, meaning that at the present time to enable all the building words, including the thatch, to be completed there was a shortfall of £6,849.73.

iii. Grants – Judith

Judith informed the meeting that in addition to the funds mentioned above she had managed to secure a grant of £4,000 from the Masons, meaning the shortfall was reduced to approximately £2,850.

A number of other applications are also in progress. Judith explained that she was concentrating on heritage grants and that with two grant bodies we had made it through to the 2nd round – the meetings to

decide whether an award will be made are due to take place in October. In both cases she had asked for grants of £5,000 but was unable to say how much we might be awarded. Additionally from the Prince of Wales Trust she had asked for £2,000 and for £5,000 from the Idlewild Trust. In addition to these she had identified eight further targets to ask, each of which has a maximum grant of £5,000, three organisations who had turned us down previously to reapply to and three more to explore.

With regard to crowd funding Judith mentioned that the Charity Commission has brought in really tight regulations on this and so things might be quite difficult if we chose that route.

With regard to the £4,000 grant that has already been awarded Judith told the meeting that Conrad Donaldson from the Masons would like to come and give a presentation. This was agreed to by everyone and so Judith agreed to arrange a suitable date.

Decision	Action
Arrange date for Conrad Donaldson to visit	Judith

Everyone thanked Judith for the tremendous amount of work she did sourcing and applying for grants on behalf of the Parish Hall Committee. Everyone appreciated it very much. Judith then left the meeting.

Miya suggested that when the building works are completed part of the hall should carry some sort of recognition to Judith in appreciation of all her hard work. This was felt to be a good idea by all those present.

2. Building Works Update continued:

i.Hall

Returning to the building works, Steve told the meeting that the builder was proposing to complete the works in two stages; the first stage would be the floor, which the builder estimated would take two to three weeks to complete and the rest of the works (stage two) would take three to four weeks. Steve explained that the hall would still be able to be used whilst the floor was drying out.

The builder had suggested starting the first stage of the works the last two weeks of October. To enable him to do this the floor and stage would need to have been taken out. He would then return in the New Year to complete the rest.

Phillip asked what had to be removed to enable the builder to do the floor. Steve told the meeting the floor, stage and joists would need to be removed. Ron said he felt it would take about a week to take up the floor etc.

Campie asked about selling the flooring, possible on Ebay, Phillip said he would check for sale prices with Winkleigh Timber.

Decision	Action
Check sale prices of wooden flooring	Phillip

Terry said as there was asbestos involved we would need a demolition and refurbishment survey.

Decision	Action
Check with Richard Slee regarding a demolition and refurbishment survey	Steve

Steve then asked the meeting what people felt about starting the building works and whether in principal people were happy for the works to take place in two stages, the first in October, the 2nd in the New Year. Everyone felt that it was appropriate that the building works started and agreed that the works taking place in two stages was a good idea.

ii. Thatching

The matter of the thatching was then discussed. Campie mentioned that Western Power were going to be putting up scaffolding to do something with the electricity cables shortly and that if possible we didn't want that to clash with the thatching scaffolding.

The possibility of the thatch not being done until after the rest of the works were completed was mentioned, as this would mean that the thatching funds were still in reserve during the building works. However Steve mentioned that we have a grant that must be spent on the thatching and that there is a time limit on it so this would probably not be possible. It was also mentioned that we would need to fit in with the thatcher.

Decision	Action
Check when thatching grant has to be spent by	Steve
Check when thatcher is available	Steve

The thatching will be discussed further at the next meeting.

iii. Storage of Hall Contents

The fact that all the hall contents would need to be removed and stored somewhere whilst the works were taking place was raised. Campie said that some of the stuff could be stored in her barn. It was thought that the kitchen contents could stay in place. Terry was asked whether the stage curtains and the banners could be stored in the school somewhere. He felt it likely that they would be able to be.

4 Any Other Business

Steve mentioned that the Parish Hall Committee had received a donation of £230 from the proceeds of the Jazz night. It was decided to send a note of thanks to John and Sheila Hockley.

Decision	Action
Send a "thank you" note to Mr & Mrs Hockley	Rachel

The possibility of the Parish Hall Committee taking over the Jazz night to raise funds for the Parish Hall was once more briefly mentioned. Campie said her field could be used if the event took place between the Duck Race and the Church Fete, this was felt to be acceptable. It was suggested that Lorna would put together a sub-committee to look into the possible organisation of this, bearing in mind that if it was decided to go ahead the jazz band would need to be booked as soon as possible.

Decision	Action
Elect Lorna as head of the Jazz Night sub-committee Proposed: Steve Seconded: Rachel	

Decision	Action
Put together a sub-committee to look into organising a Jazz Night	Lorna

Steve asked for a decision to be made with regard to appointing the builder

Decision	Action
To appoint Richard Slee as the builder to complete the works to the hall. Also to agree a start date. Proposed: Campie Seconded: Sandy All in favour	

5. Date of Next Meeting

7:30pm on Thursday 10th September 2015.

The meeting ended at 8.10pm.