

**EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE**  
**Draft minutes of meeting held on Thursday 14 May 2015**  
**At 7.30pm in the 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 Jude Coldwell (note-taker), Brian Edwards, Liz Guppy, Winnie Corley, Philip Risdon, Sandy Haughton,

**Apologies:** Terry Pullen

Also present: Ron Moore, Hayley Hardy.

**2. Minutes:**

<b>Decision</b>	<b>Action</b>
The minutes of the meeting held on Thursday 12 March 2015 were approved and signed. <b>Proposed</b> – Brian Edwards <b>Seconded</b> – Lorna Manton All in favour	

**3. Matters Arising:**

**i. Car Park**

Steve had met with Jean Smyth, and the issue was now left with Jean.

**4. Finance:**

**i. Treasurer's Report (for information) Miya**

This had been covered in the AGM.

<b>Decision</b>	<b>Action</b>
To write to Judith Kauntze to thank her for her support and help with grant applications.	Lorna

**5. Business Plan:**

- i. Heritage Group Report** – The latest minutes are now on the website. It was suggested we produce a recipe book with favourite recipes of people in the community which have been handed down or favourite recipes and the reason why. This could be a good fundraiser.
- ii. Strategic Business Plan 2015-2018 (for decision) Steve**  
 Steve informed the Committee that the business priorities and activities needs updating. The Business Plan sets the direction for the next 3 years. Steve had produce a document which was discussed by the Committee. A critical priority is the need to maintain financial viability.

<b>Decision</b>	<b>Action</b>
To accept this document Proposed – Sandy Seconded – Liz All in favour	Steve to post on the website

## **6. Membership Roles and Responsibilities:**

### **i. New Members – (for discussion) All**

Steve said he wanted to encourage younger members to be part of the Parish Hall. All Committee members should think how we can achieve this objective.

### **ii. Monthly Draw – (for discussion) All**

Steve said that this needs one person to oversee it and asked if there were any volunteers. There were no volunteers from those present and this should be an activity that might be organised by a new member if one could be recruited.

### **iii. Newsletter/Publicity – for discussion) All**

This is a quarterly publication which is currently being prepared by Steve. It would be helpful if someone else could take ownership of this activity. There were no volunteers from those present and this should be an activity that might be organised by a new member if one could be recruited. .

### **iv. Sub-groups – Heritage Group; community Activities Group; Fund-raising and Publicity Group – (for decision) Steve**

Steve said the sub groups had been created a few years ago. He went through the various groups. The Committee confirmed to maintain the structure and membership of the groups and suggested we should ensure we welcomed any new members who are interested and can contribute.

## **7. Policies:**

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

Brian reported that there were 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**

Steve reported that there had been a long debate about the heating solution and finally a decision had been made to move forward with an oil boiler. The intention is that this will provide a solution we can achieve and a basis on which to develop more environmentally-friendly solutions in a forward planning.

Steve went through the Conservation and Improvement Project and confirmed that the project is moving forward.

The revised works schedule has been sent to Richard Slee and we await a revised estimate.

A main issue is Richard Slee's availability. A start date in June is no longer an option, so currently there is no date for starting the work.

Lorna asked about grants. Steve confirmed there are three grants, Community Council of Devon, Devon County Council and Awards for All.

Steve said we need to start thinking about phase 3 now, the re-design of the foyer. Richard Boxall has offered to help with phase 3.

**ii. Thatching – (for discussion and decision) Steve**

Steve confirmed that Richard Boxall will contact the thatcher to ask if it needs doing yet.

Richard Frost offers the greatest value for money quote.

**9. Repairs and Maintenance**

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

Ron said the drain cover had been done. The windows would be included in the spec for the building work.

**ii. Monthly Inside and Outside Clean – (for decision) Steve**

Steve said the monthly clean was making a big difference to the appearance of the hall, however the outside needed tidying up. Campie will treat with weed killer and focus on cleaning the outside of the building.

**10. Marketing, Promotions and Communications**

**i. Maintaining Communication with our Community, Users and Customers – (for discussion) Steve**

Steve reported that activities and information regarding the Parish Hall was shared on the website, the newsletter and through posters and felt this worked well.

**11. Activities and Events**

**i. Pub Games Night with Live Entertainment (Bashers) Jude, Brian, Steve**

Steve said we need to sell tickets. It would be a buffet style meal

**ii. Community Lunch**

Date 17 June 2015

**iii. Chair's Challenge 2015 (2p collection) the Summer Event (To be organised) – Steve**

Ideas welcome for an event in August. We do not yet have a mile of 2p and it was agreed to continue collecting them until we had a mile. This would be an ongoing activity and therefore no need for a summer event

**iv. Chair's Challenge 2016**

Steve asked for suggestions for the 2016 challenge. Committee members to think of possible activities

**v. Fund raising events 2015/2016 (for discussion and ideas) All**

Ideas for fund raising over the coming months/year. The following were suggested: Pub nights, brunch, talk and meal, an antiques 'Call My Bluff' evening (Liz), open gardens, Magician(Campie), music quiz, music night.

**12. Any Other Business**

Campie asked if the following could be included in the minutes:-

The Parish Hall shares the sewage system with East Worlington House which has just had a new pump and needs to be emptied annually.

The meeting ended at 9.30pm