

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 8th September 2016
7.30pm at East Worlington Parish Hall

1. Present and Apologies:

Present: Steve Baber (Chairman), Campie Hurst-Bannister (Vice Chairman), Miya Bond (Treasurer), Rachel Jenkins (Secretary), Philip Risdon, Brian Edwards, Winnie Corley, Shirley Moore, Jonathan Harford, Liz Guppy.
Apologies: Terry Pullen, Lorna Manton (Booking Secretary), Sandy Haughton.
 Also present: Ron Moore.

Rachel read out an email received from Terry in which he resigned from the committee.

Decision	Action
Write to Terry to accept his resignation and to thank him for his work on the committee	Rachel

2. Minutes:

Decision	Action
The minutes of the meeting held on Thursday 14 th July 2016 were approved and signed. Proposed: Miya Seconded: Winnie All in favour	

Campie mentioned that there was an issue with the bus which collects the children from East Worlington and transports them to Chulmleigh parking so that the entire car parking area is taken up. As this coincides with the arrival of the other children to school this has been causing an additional parking issue. This morning there was a booking for the hall from 9:15am and those attending were unable to access the parking.

Decision	Action
To write to Chulmleigh Academy to ask that the bus is parked more considerately.	Rachel

3. Matters Arising:

- i. **Appointment of Vice-Chair (Outstanding from AGM)** Campie said she was happy for someone else to be Vice-chair. As no one volunteered she said she was happy to be re-elected.

Campie Hurst-Bannister (Vice Chair) Proposed: Rachel
Seconded: Liz

Miya reminded the meeting that at the AGM she had mentioned that this might be her last year as Treasurer. She said that after giving it some thought she had decided that she would be standing down at the AGM in May 2017.

- ii. **Chulmleigh Academy Trust Hall Hire Agreement (Update)** Miya told the group that after the last meeting she had written to the Academy, as discussed. As yet there has been no reply. There is a refund of approximately £600 due to the Academy which will be repaid once instructions have been received as to how they wish the repayment to be made. The school will now be invoiced on a monthly basis.
- iii. **Wall hanging and displays in the Hall (Update)** Steve informed the meeting that the space suggested for the W.I. wall hanging had been measured and unfortunately the hanging won't fit there. For the time being it is stored safely. An alternative location for this will be discussed at a later date.
- iv. **Running the Hall – Roles/Responsibilities/Actions (Update)** Since the last meeting members of the group have been taking it in turns to open up the hall, undertake maintenance and daily running tasks, and get it ready for any hiring; this seems to have worked OK. Steve mentioned it would be expensive to pay someone to do this. For the time being the current system will continue and will be discussed again at a future date.
- v. **Old Floorboards and Joists (Update)** Ron informed the meeting that the floorboards had been sold for £200. The suggestion was made that the old joists were retained and once cut up into usable sizes could be used as timber for the storeroom project. Leon Gooding has agreed to cut them up but if needed Phillip said that he could do so.

Decision	Action
To retain the old joists and use them for the store room improvements. All in favour	

- vi. **Front of Hall Improvements (Update)** Jonny said that he had spoken with Brian Percival regarding a possible sign. He then handed around a sheet with some examples of ideas. A sandwich board type sign with some sort of protective cover which could be stood outside was felt to be a good idea. Another idea was to have one which slotted into posts in the ground and was hooked onto the outside wall.
A suggestion was made that the notice boards outside the Hall could possibly be moved so that the Parish Hall Committee could have its own board, so three in total. It was suggested that maybe one of them could go where the school notice board used to be.

Decision	Action
To raise the possibility of the Parish Council could agree to moving its own notice board, thereby meaning there will be 3 in total.	Phillip

- vii. **Car Park (Update)** Steve told the meeting that Paul Winter is talking to local people to see if a solution can be found to the car park issue. It was accepted by all those present that there wasn't going to be a quick solution to this.

4. Finance:

- i. **Treasurer's Report (for information)** Miya had prepared finance reports for the period 1st April 2016 – 31st August 2016 which showed a total of £14,345.04 in various accounts. After allowing for the 2 ½% retention, which is due to be paid to the builder a year after the completion of the building works, this leaves £11,236.47 available funds. Miya told the meeting that apart from the 2 ½% retention there is the £600 due to the school to be taken into account. Miya had produced a report showing the funds raised from various fundraising events; She mentioned that the cost of the toilet hire and printing costs needed to be deducted from the figure shown for the Worlympics this will mean that it resulted in a small loss. Although this was never intended to raise a lot of money, it was felt that the next time this event is held charges will need to be raised slightly to cover costs.

Judith Kauntze had won a £10 garden voucher at one of the Parish Hall events which she has donated back to us. It was decided to use this as a draw prize at some stage in the future.

- ii. **Charging Policy – Facilities and Storage (for discussion and decision)** Steve said that he had received a request for the toilets to be made available, as they have been in previous years, for the Ride and Stride event. He mentioned that he felt it was important that we have a policy as to whether we charge for the use of the toilets in cases like this.

Decision	Action
To not make a charge for the incidental use of the toilets. Proposed: Steve Seconded: Rachel All in favour	

The subject of storage of items in the Hall was then raised. This is slightly more difficult as space is limited. It was felt that at the present time groups within the community (The W.I. the table tennis group, the School etc) who hire the hall should be permitted to continue to store things in the Hall without charge. However, it was felt that this would need to be reviewed at regular intervals.

Decision	Action
To not make a charge for the storage of community groups equipment stored in the Hall at the present time All in favour	

5. Business Plan:

i. Report on Business Structures of the Parish Hall (for information)

Steve had produced a report which had been circulated prior to the meeting illustrating the two main drivers (income and community) for events. It was felt that this illustrated the aims and objectives of the Parish Hall Committee very well.

Decision	Action
To put the report on the website All in favour	Steve

- ii. Business Plan Update (for discussion)** The updated financial plan 2014-2018 had been circulated prior to the meeting. The target figures for 2016/17 were looked at and discussed. It was felt that the fund raising target of £3,000 and the donations and gift aid target of £600 were realistic. The amount received from Hall hire was more of a concern as this is very much unknown now that the school have changed their hire arrangements. It was felt that there needed to be a focus on publicity for the Hall. Liz suggested advertising in the Parish magazine; Having a note of the hire costs on the notice board was also suggested as well as a leaflet drop. Steve mentioned that photos of things going on in the Hall always go down well on social media.

Decision	Action
To begin the process of gaining wider publicity for the Hall	Steve and Lorna to liaise

The number of members of the monthly draw is still disappointing (only 52) Campie offered to promote this after the end of September.

Decision	Action
To promote the monthly draw Steve to provide some publicity materials	Campie Steve

It was mentioned how effective the various community emails that are sent out seem to be. Therefore, an email sent around encouraging people to take part in the monthly draw was thought to be a good idea.

Decision	Action
To send out an email to promote the monthly draw	Steve

The annual savings for the thatching fund of £2,000 were felt to be too high. Although it was felt it is important to put some money aside each year to make provision for the next rethatch it was felt a lesser amount which could vary each year was more realistic.

Decision	Action
To put £500-£1000 each year into the thatching fund. The amount to be decided after preparation of the annual accounts All in favour	

- iii. **Heritage Group Report (for information)** Steve said that the Heritage Group continues to meet and that the minutes of the meetings are always available on the website for anyone who is interested. Liz said that the group are in the process of preparing a cookery book, the theme being recipes that have been passed from one generation to another. She said that any contributions would be gratefully received.
Liz showed the group an article which had been published in the magazine “Be Creative with Workbox” about the quilt which she and Sandy had made with the children. Everyone felt it was great that Liz had managed to get the article published.
- iv. **Emergency Plan (for information and possible actions)** Steve presented a plan that he had written which highlight the potential of the Hall to be a key facility in the event of emergency conditions, for example, heavy snowfall resulting in the loss of power and road blockages for a number of days. All those present were happy with the plan.

Decision	Action
To approve the possible role of the Parish Hall in emergency conditions All in favour	

Campie mentioned that they had a generator which the Parish Hall were welcome to have.

6. Membership Roles and Responsibilities:

- i. **Sub-Committees and Groups Membership (for decision).** Steve had prepared a table showing the structure of the various sub-committees and groups. This had been circulated prior to the meeting. There are vacancies on many of the sub-committees which will need to be filled.

7. Policies:

- i. **Fire and H&S Risk Assessment (Update)** Brian said he had not completed the checks this month but he had a meeting with Richard Boyles on Wednesday next week to discuss the issues with the lighting/electrics.

8. Improvement and Development

- i. **Kitchen Refurbishment Project: Project Management and Estimates**
The estimates from Steven Leach and Ian Southcombe (Southcombe

Construction) are expected shortly. D.M.B Builders declined to quote. This matter will be discussed again once the other estimates have been received.

- ii. **Audio/visual equipment for the Hall** An estimate had been received from Michael Blake for £8,300 + VAT. It is therefore now possible for grant funding to be applied for.

Decision	Action
To apply for grant funding from the National Lottery Awards for All Proposed: Brian Seconded: Rachel All in favour	Steve and Miya

Decision	Action
To email Michael Blake to make him aware of the position	Liz

- iii. **Acoustics: Issues and Solutions** It has been mentioned that some soft furnishings in the Hall could improve the acoustics. Hanging curtains over the new glass doors was suggested as a first step Liz said that she had some material which might be suitable to use She will bring it along to the next meeting.
Campie said that she had received one of the quotes back for the blinds for the Hall. This was £320 including VAT, plus fitting. She is going to chase the other estimate.
Phillip suggested the possibility of having “banner type” hanging which could be hung from the beams to improve the acoustics. These could just be put up when there was a film or music event being held.
It was felt that improving the acoustics of the Hall was going to be a gradual process whereby each adjustment would need to be assessed before another was implemented.
- iv. **Equipment Purchase – NDDC Grant and Monthly Draw funds (for decision)** Steve mentioned that we usually qualify for a grant from NDDC of about £300. It was suggested that perhaps this could be used to pay for the blinds. It was also mentioned that there was £200-£250 raised by the monthly draw which is usually spent on something specific. It was suggested that this could possibly be used to pay for an electric water heater for the sink or for the making of the curtains.
- v. **Building Works in Storeroom (for decision)** The suggestion of putting some insulation in the store room (and then putting plasterboard over and skimming) was discussed. This was thought to be a good idea so it was decided to improve the store room and put up some shelves, using materials already available

Decision	Action
To insulate and improve the storage in store room Proposed: Rachel Seconded: Liz All in favour	

The storage area under the stage has proved problematic insomuch as the access panel at the front of the stage is too tight. Ron is trying to solve the problem. Phillip offered some suggestions so it was suggested that they could work together to try and resolve the issue.

- vi. **Outstanding Electrical Works (for action)** Richard Boyles is visiting on Wednesday (14th September) and this will be discussed with him then.
- vii. **External Maintenance (for discussion and decision)** Steve said that he was concerned about the state of two of the windows at the front of the Hall; parts of them are rotten and he is concerned that if left for too long this could cause a problem with the plaster on the front of the building too.

Decision	Action
To ask David Chapple for an estimate to replace the 2 windows	Campie

9. Repairs and Maintenance:

- i. **Repairs and Maintenance Plan** Steve told the meeting that there was a “Maintenance and Repair Plan” sheet in the kitchen for anyone to add to as necessary with anything that required attention.

10. Marketing, Promotions and Communications:

- i. **Marketing and Promotional Information (for discussion)** It was felt this had already been discussed.

11. Activities and Events:

- i. **Jazz Event 2017** Brian told the meeting that he had spoken to Rob Burch regarding the possibility of a group called “Baby Jools and the Jazzaholics” performing at the Jazz night next year. The cost would be between £900-£950. Brian said that he was meeting with Rob again soon when he could get the all the contact details. The preferred dates are either 1st or 8th July 2017. Brian thought that only 1st July was available and he will check.
All present were happy for Brian to move forward with booking this for next year.

Decision	Action
To book “Baby Jools and the Jazzaholics” for the Jazz Event 2017 All in favour	Brian

- ii. **Quiz Night** There has been some difficulty finding a suitable date for this event. 14th October has been decided on.

Decision	Action
To hold the Quiz Night on Friday 14 th October All in favour	

- iii. **Community Lunch** The suggestion was made to hold another community lunch in November. Date to be decided.
- iv. **Evening with the Auctioneer** Liz said that unfortunately when she contacted the people concerned she was told that January was not possible. She will contact them again and try and book a date in February.

Decision	Action
To try and book a date for the "Call my Bluff" evening on a Friday in February 2017	Liz

- v. **Christmas at the Hall.** A Christmas Pub night was felt to be a good idea.

Decision	Action
To hold a Christmas Pub Night on Saturday 3 rd December All in favour	

12. Any Other Business:

There was no other business

13. Date of Next Meeting:

7.30pm on Thursday 10th November 2016

The meeting closed at 9.45pm.