

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft Minutes of meeting held on Thursday 10th March 2016
At 7.30pm at East Worlington House

1. Present and Apologies:

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

Apologies: Lorna Manton (Booking Secretary).

Also present: Ron Moore.

2. Minutes:

Decision	Action
<p>The minutes of the meeting held on Thursday 14th January 2016 were approved and signed. All in favour</p> <p>The minutes of the meeting held on Monday 8th February 2016 were approved and signed. All in favour</p>	

3. Matters Arising:

- i. **Hiring and Charging Policy** Steve suggested that the discussion on this should be deferred to the next meeting. This was felt to be a good idea.
- ii. **Devon Communities Together Hallmark 2** Steve said that Terry had emailed him regarding this and that at the present time this is a work in progress.
- iii. **Parish Magazine Sponsorship** Steve informed the meeting that our sponsorship had been actioned.

4. Finance:

- i. **Treasurer's Report (for information)** Miya had prepared finance reports for the period 1st April 2015 – 6th March 2016 which showed a total of £61,483.28 in various accounts. The balance of the accounts has gone down as the building works progress and invoices for the works are paid. Miya mentioned that the money raised at the Crocus and Cream Teas event, which amounted to £1,100, was not included in this balance. Campie asked whether the outstanding amount of £21 due from Jenny Southwood had now been received, Miya said that it hadn't. Campie volunteered to speak to Jenny regarding this matter.

Decision	Action
Speak to Jenny Southwood regarding outstanding bill of £21	Campie

- ii. **Project Funding Report (for information)** Miya confirmed that as it stands there are sufficient funds in the accounts to cover the expected cost of the remaining authorised building works.

- iii. **Financial Policy Compliance.** Attention was drawn to the Financial Policy, which had been circulated before the meeting to give everyone a chance to read it. Miya explained that because the sums of money raised by the committee are now larger than they have been the annual report to the Charity Commission was not as straight forward as it once was. In the event of an inspection it is important that invoices for all income and expenses are able to be provided.

5. Business Plan:

- i. **Heritage Group Report (for information)** Steve said that although the last meeting was postponed, the Heritage Group continues to meet. The next meeting is in April. Minutes of the meetings are always available for anyone who is interested.

6. Membership Roles and Responsibilities:

- i. **Attracting New Members – (for discussion) All.** Steve said, as always, we are keen to attract new members and that any suggestions as to how this might be approached would be most welcome. The general feeling was that once the next stage of the building works was completed and the hall was back in use an effort could be made to do this. An advert in the school newsletter was suggested as a possible idea.

7. Policies:

- i. **Monthly Electric and Fire Safety Testing (report):** Brian reported that there were no issues to report.

8 Improvement and Development:

- i. **Conservation and Improvement Building Project Update – (for information)**
Steve told the meeting that the thatching was progressing well. The concern there had been about the thinness of the thatch and the pegs going into the plasterboard hasn't happened. The thatcher's have mentioned that a small area of tiled roof will need to be retilled before they thatch butting up to it can be done. Campie has offered the tiles (for free) if the builders are able to do the works. Richard Boxall is going to have a look at this job tomorrow (Friday 11th March) and will advise. Steve also said that the projected date for the builder to finish was the end of April. This finish date however is dependent on how things go because the lime plaster needs time to dry and as much moisture as possible needs to be out of the building before the floor is laid. The issue of lime plaster being applied to plasterboard was discussed as Campie mentioned that she and Jane Schofield were concerned that it wouldn't work. The question was raised as to why lime plaster was being used on plasterboard. Steve said it was specified by Richard Boxall in the design and specification. The committee were told that Mike Wye (a plaster expert on cob walls) had advised that an adhesive product could be used to ensure the success of this. Steve also said that purlins and additional stretchers have been put in and that it would only be small panels of plaster. In the event of an issue, the product (adhesive) is guaranteed. Additionally, the work was completed by the builder (Richard Slee) to the design and specification supplied by the designer (Richard Boxall). It is therefore felt that the committee has done all it can to ensure the works completed are appropriate and suitable.

Steve told the meeting that the stage will be brought into the hall next. He also mentioned that when the joiner looked at the windows the frames were in a much poorer state than expected.

Decision	Action
To request a quote for the window repairs from Richard Slee	Steve

ii. Hall Decoration (for discussion and decision) Steve informed the meeting that colour samples had been painted on the walls and wood to give a better idea of what the finished look would be. It was suggested that the group visit the hall at the end of the meeting and make a decision on colours. This was felt to be a sensible idea.

iii. Kitchen Refurbishment Project (for discussion and decision)

The meeting was informed that Richard Boxall has made a listed building planning application regarding the kitchen refurbishment. He has also done some technical drawings and a specification so that estimates can be requested. Richard Slee has been asked for an estimate. Campie told the meeting she had met with a representative from Howdens (Glenda) and the meeting had been very helpful. Glenda made some useful suggestions regarding the type/style of cabinets and also suggested the possibility of splashbacks instead of tiles. She said she would speak with her manager to see what deals/discounts she could offer the group. The possibility of obtaining any grants was discussed and Steve said that this cannot be done until we have an idea of cost. He also mentioned that one of the organisations that had given us a grant towards the current works on the hall could be approached again but not until the current works are completed.

iv. Foyer and Toilets visioning (for discussion and decision) It was felt that the group should start thinking about what they would like to see incorporated into the foyer area etc when it is rebuilt. A storage area of some sort was felt to be a very good idea. It was decided that people would give some thought to what is needed/wanted. The drawings of the current ideas would be circulated and thoughts and ideas will be discussed further at another meeting.

Decision	Action
To circulate drawings of suggestion for new foyer design	Steve

9 Repairs and Maintenance

i. It was mentioned that the tea urn would need PAT testing before it is used again.

The water heater in the ladies' toilets has broken and needs replacing. A cost for the work is needed.

Decision	Action
To ask Richard Boyles how much it will cost to replace the water heater in the ladies toilet	Campie

10 Marketing, Promotions and Communications

- i. **Publicity** Steve said that he continues to send out regular updates during the building work, including updating the Facebook page. Others commented how well Steve was doing keeping everyone informed of the progress made.
- ii. **Parish Magazine Article – (for information)** Steve confirmed that he had submitted the article to David Lyons for inclusion in the magazine. Liz mentioned that she would like to write an article for the magazine about the quilt that she and Sandy have helped the school children to make. This was felt to be a good idea. It was also suggested that the children could “show off” the finished quilt at the hall opening event.

11 Activities and Events

- i. **Crocus and Cream Teas Report** Campie said what a success this had been again this year and how people had mentioned how much they enjoyed having the teas in the school house. The mugs were also appreciated. She thanked those involved for all their hard work and said that Steve Ellicott deserved our thanks for all his help and hard work. On behalf of the Parish Hall Committee, Steve thanked Campie and Barnabas for hosting the event.
- ii. **Jazz Event (2nd July)** Steve went through a business plan that he had prepared for this event detailing the various potential costs. The possibility of insuring against bad weather was mentioned.

Decision	Action
To enquire about the cost of “bad weather” insurance	Campie

The provision of First Aid and the cost of having 2 people from St Johns Ambulance attend the event was discussed. The cost for 2 people to attend is £48 + VAT.

Decision	Action
To have 2 St John First Aiders attend the Jazz night All in favour	

Decision	Action
To complete and return paperwork to organise the attendance of 2 First Aiders	Campie

The Jazz Group Committee are working on the organising of this event. There will be further details at the next meeting.

- iii. **Hall Project Completion/Launch Event (Proposed Date Friday 3rd June)** Judith is trying to organise a dignitary to attend the event. Terry suggested having the opening of the school house at the same event. This was felt to be an excellent idea. Liz said she would talk to Suzi about getting the children involved.

Decision	Action
To email Judith to confirm date	Steve

Steve suggested that it would be a good idea if a list was circulated of “invitees” to the opening event to try and help ensure that no one was missed.

Decision	Action
To circulate a potential guest list	Steve

iv. Queen’s Birthday Event (Proposed Date Saturday 11th June)

The plan for the day was briefly mentioned but will be discussed further at the next meeting.

- v. Worlympics Event (Proposed Date Monday 29th August – Change to Previous)** The change to the date was noted. Steve said he had spoken to Cilla King and she was happy to organise the races. There will be a competition for the children to make something, possibly a carriage but this will be discussed further at the next meeting. The possibility of selling hotdogs/burgers etc at the event was mentioned, but Steve said if this was going to happen someone would need to organise it. This will also be discussed at the next meeting.

Decision	Action
To let the school know the date of Worlympics and other events	Terry

Decision	Action
To try to contact Jo Pavey re the possibility of opening the event	Liz

12 Any Other Business

The number for the monthly draw was drawn. It was number 41

Phillip raised the issue of car parking for the hall and made the point that after all the wonderful renovation works were completed it would be a shame if the use of the hall was limited due to a lack of available parking. Whilst it was agreed by all present that there is no easy solution to this issue it was felt it would be a good idea to write to the Parish Council regarding the possibility of any land that may be available/suitable for a car park for the village hall.

Decision	Action
To write to Parish Council regarding the possibility of land for a car park	Rachel

8 ii. Hall Decoration (Continued) Before the meeting closed the Committee then visited the hall to make a decision regarding paint colours.

Decision	Action
To paint the walls in the colour "Parchment". All in favour	

The Committee weren't keen on any of the colour samples shown for the woodwork, although it was felt that a terracotta type colour was a possibility. It was therefore decided to obtain some other colour samples of a paler terracotta as a suggestion/possibility for the woodwork. It was also felt that the woodwork around the stage may benefit from being a different colour than that of the wood panelling around the hall.

Decision	Action
To ask Leon about treating the exposed barn doors for woodworm	Steve

13. Date of Next Meeting

7.30pm on Thursday 12th May 2016 which will be the AGM as well as the Scheduled Committee meeting

The meeting closed at 9.45pm.