

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft Minutes of Meeting Held on Thursday 10th November 2016
7.30pm at East Worlington Parish Hall

1. Present and Apologies:

Present: Steve Baber (Chairman), Lorna Manton (Booking Secretary), Miya Bond (Treasurer), Rachel Jenkins (Secretary), Philip Risdon, Brian Edwards, Winnie Corley, Shirley Moore, Jonathan Harford, Liz Guppy.

Apologies: Campie Hurst-Bannister (Vice Chairman), Sandy Haughton.
 Also present: Ron Moore.

2. Minutes:

Decision	Action
<p>The minutes of the meeting held on Thursday 8th September 2016 were approved and signed. All in favour</p> <p>The minutes of the meeting held on Monday 10th October 2016 were approved and signed. All in favour</p>	

3. Matters Arising:

- i. **Wall hangings in the Hall (Update)** It was mentioned that some of the W.I. members are concerned that the W.I. wall hanging isn't back in the Hall. Previously several locations have been ruled out as the hanging is quite large. The possibility of it being removed from the frame had been mentioned but this is not possible.

Decision	Action
To explore if the school tapestry can be moved and the W.I wall hanging put in its place	Liz

It was mentioned that other organisations within the village have things that need to be displayed/accommodated within in the Hall.

- ii. **Front of Hall Improvements (Update)** This is still on the agenda. Steve said that the front of the building is looking a bit 'tired'. Ron suggested that in the Spring a working party could "spruce things up a little". This was felt to be a good idea.
- iii. **Car Park and Car Parking (Update)** Steve told the meeting that he and Campie had met with Paula Townsend to discuss the car park. The building was conveyed to the Parish Council but the land at the front, which was originally a garden, wasn't; There was always a right of passage to enter the building. The car park at the front of the Hall was tarmacked in the 1960s. It doesn't seem that the land is registered to anyone.

Paul Winter has been looking for possible parking solutions for the village. He has spoken to Mr Youell (who owns the land opposite the Hall). Mr Youell has agreed to lease the land to the school for staff parking. This was felt to be progress as although it doesn't directly provide the Hall with any extra parking it removes the need for school staff to park outside the Hall during the school day, thereby freeing up the limited spaces available.

Decision	Action
To write to Paul Winter and thank him for his help	Rachel

- iv. **Acoustics (Update)** Liz had brought a piece of fabric to show the meeting which she offered to make into a curtain for the new oak door.

Decision	Action
To show the W.I. the material for their awareness and thoughts.	Shirley and Winnie

Decision	Action
To show the craft group the material for their awareness and thoughts	Liz

This will be discussed again at the next meeting.

Brian said that Campie had asked him to raise the possibility of putting a curtain over the entrance door. It was felt this would not be possible because it would interfere with a fire exit.

- v. **Outstanding Electrical Work (Update)** Steve told the meeting that Richard Boyles has put in new thermostats for the heating. However, it is felt that the heating is not working properly.

Decision	Action
To meet with Richard Boyles to discuss the heating and to ensure that we are correctly understanding how it operates	Brian, Jonnie and Miya

Steve informed the group that the lights on the pathway to the church and the school have now been sorted and are working.

Steve mentioned that Richard Slee had been informed that the floor joints are opening up.

Steve said that he had been contacted by B.T. because the broadband in the school is not working properly and this was possibly due to electrical interference from the Hall. Steve is meeting with B.T. on Friday 11th November at 3.30pm.

4. Finance:

- i. **Treasurer's Report (for information)** Miya had prepared finance reports for the period 1st April 2016 – 31st October 2016 which showed a total of £11,185.68 available funds. Miya told the meeting that the school have been informed that they are due a refund of £625 but as yet we have not received an invoice from Chulmleigh Academy Trust for this amount.
- ii. **Charging Policy – Setting Up and Tidying Up (for discussion and decision)** Steve mentioned that there had been some queries regarding the charging for time taken setting up and clearing away. It was felt that as the Hall is heated for the duration of the letting (including setting up and clearing away) that this should be the case.

Decision	Action
To charge for time taken setting up and clearing away in the Hall All in favour	

5. Business Plan:

- i. **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 organising a barn dance on 3rd June 2017 to mark the end of the Heritage project.

6. Membership Roles and Responsibilities:

- i. **School Representative** Steve mentioned that now Terry has resigned there is no representative for the school on the Committee. Those present agreed to give this some thought. It will be discussed again at a future meeting.

7. Policies:

- i. **Fire and H&S Risk Assessment and Checks (for information)** Brian told the meeting that there was nothing to report. Everything was fine.

8. Improvement and Development

- i. **Building Works in Storeroom (Update)** Ron and Steve have been working on the improvements to the storeroom. The plan is to insulate it, put up some shelving and to put up a "fire wall" between the Hall and Campie's property. The works are progressing. The original plan to use the old joists for the shelving has not been possible as the joists contain metal; Therefore, new timber will need to be used.
- ii. **Kitchen Refurbishment Project: (Update)** All the estimates have now been received for the works to the kitchen. Steve told the group that he had applied to the Heritage Lottery for a grant of £36,000. A grant application for £10,000 has also been made to the Batsworthy Windfarm Community Fund. Decisions on both awards have not yet been received.
- iii. **Audio/Visual Equipment Installation Update** Steve informed the meeting that a grant of £9,700 had been awarded from "Awards for All" towards the cost of the audio/visual equipment project. It was felt that it would be a good idea to progress this in the Spring.

Decision	Action
To keep Michael Blake informed of the situation.	Liz

- iv. **Organ: (for decision)** Steve reminded the meeting that some time ago Graham Butt donated an organ to the Parish Hall Committee. At the moment it is stored at Chulmleigh Community College. A discussion then followed as to what to do with the organ. It was decided that unfortunately there is nowhere to store it and so to therefore ask Graham whether he wants it back.

Decision	Action
To speak to Graham Butt to see if he would like the organ back	Steve

Decision	Action
If Graham does not want the organ back it will be sold. Proposed: Laura Seconded: Liz	

- v. **Trestle Tables** Ron told the meeting that there are several large trestle tables which are currently being stored by Campie in the barn. These need to be moved but they are too large to store in the Hall. Ron suggested that they could be cut down so that they are easier to store. However, it was mentioned that the large size of them is very useful for several village events.

vi.

Decision	Action
To discuss the storage/cutting down of the trestle tables with Campie	Ron and Steve

Ron and Steve will report back regarding this to the next meeting.

- vii. **Equipment Purchase – NDDC Grant and Monthly Draw funds (for decision)** It was decided to use the NDDC grant funds to pay for/help towards the cost of blinds for the Hall. Miya mentioned that there was a Parish Council Grant that she was going to apply for.
- viii. **External Maintenance (for discussion and decision)** Steve mentioned that some of the render on the outside of the Hall is damaged and that he feels it needs some attention before it gets any worse. This was felt to be a sensible idea.

Decision	Action
To ask Steve Bradford for a quote to repair the damaged render on the outside of the Hall	Steve

9. Repairs and Maintenance:

- i. **Repairs and Maintenance Plan** There were no items.

10. Marketing, Promotions and Communications:

- i. **New Residents Welcome Information Pack (for information)** A copy of the pack was available for people to have a look at. Steve asked that if anyone had any suggestions for additional information/suppliers to include in it they email him the details. It was suggested that a form for the monthly draw be included in the pack. This was felt to be a good idea.

11. Activities and Events:

- i. **November Sunday Brunch** Steve mentioned that this was taking place on Sunday and, as it was Remembrance Sunday, it would be running for slightly longer, from 10-1pm.
- ii. **December Community Lunch - Invitees** This has been booked for 7th December. Steve asked whether anyone could think of any individuals that it would be nice to invite. Steve said he had thought of Mary Blake and Kieron Travers.
- iii. **“Call my Bluff” Evening with the Auctioneer – Publicity** Liz informed the meeting that this has been booked for Friday 3rd February. Liz asked how many people the Hall could hold; She was told 80. The price of tickets was discussed

Decision	Action
To set the ticket price at £10 All approved	

Decision	Action
To make a start on a design for posters, tickets and flyers	Steve

It was decided that a bar selling drinks would be available at the event and that a licence would be applied for nearer the time.

- iv. **Pub Night 3rd December** Barbara and Shirley have kindly agreed to organise the food for this event.

Decision	Action
Contact David Lyons about publicity for the Pub Night	Brian

Decision	Action
To apply for a licence for the Pub Night	Steve

- v. **Christmas at the Hall:** Whether to have a Christmas tree outside the hall again was discussed and all were in favour of having one.

12. Any Other Business:

There was no other business

13. Date of Next Meeting:

7.30pm on Thursday 12th January 2017

The meeting closed at 9.15pm.