

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft Minutes of Meeting Held on Thursday 12th May 2016
7.30pm at East Worlington Primary School

1. Present and Apologies:

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

Apologies: Campie Hurst Bannister (Vice Chairman)

Also present: Ron Moore.

2. Minutes:

Decision	Action
<p>The minutes of the meeting held on Thursday 10th March 2016 were approved and signed. All in favour</p>	
<p>The minutes of the meeting held on Tuesday 29th March 2016 were approved and signed. All in favour</p>	
<p>The minutes of the meeting held on Friday 29th April 2016 were approved and signed. All in favour</p>	

3. Matters Arising:

There were no matters arising.

4. Finance:

- i. **Treasurer's Report (for information)** The finances had already been discussed at the AGM.

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.

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 could be approached would be most welcome. Speaking to individuals who might be interested was suggested as was handing out a "flyer" at the opening event.

Decision	Action
To speak to Jonathan regarding attending meetings	Miya

Decision	Action
To produce a “flyer” to hand out at the opening event	Rachel

7. Policies:

- i. **Hiring and Charging Policy (for decision):** Lorna had produced a list of suggested new hire charges, which had been circulated prior to the meeting.

Lorna raised a concern regarding income from the hire of the Hall in the future as the school have said that, rather than the current arrangement, they may potentially only want to hire the Hall for one hour a week and only during term time, resulting in less being received from the school for Hall hire. The matter of storage of some items from the school in the Hall and parking outside the Hall by school staff and parents was mentioned, as at present this is provided within the arrangement. The question was asked as to whether this would need to be charged for separately if the hire arrangement changed. It was felt that this would need to be discussed in more detail when a clearer position was known as to what the school was wanting to do with regard to hiring the Hall.

Phillip asked whether a letter had been written to the Parish Council regarding the car park problem? Rachel confirmed that this had been done and read out a reply received from Sue Squire which said the Parish Council are well aware of the issue and that the matter was to be raised with Mrs Sue Croft, District Councillor.

Terry said he would write to the Parish Council on behalf of the school regarding the issue of parking.

Terry asked what was happening regarding the £1000 the school had paid to the Parish Hall for use of the Hall but had been unable to use it during the conservation and improvement works. This had been agreed last year between Miya and Terry.

Decision	Action
To have a look at the situation regarding the school account.	Miya

Decision	Action
To agree revised Hall hire charges as per Lorna’s spreadsheet. (£25 per 3-hour session, £38 for 4.5 hours and £75 for 9 hours for Parishioners & E.W. School; £50 per 3-hour session, £75 for 4.5 hours and £151 for 9 hours for others) Proposed: Liz Seconded: Rachel All in favour	

Decision	Action
To approve an hourly charge of £8.50 for parishioners and E.W. School and £17.00 for others Proposed: Rachel Seconded: Liz All in favour	

Decision	Action
To approve the hire rate of all tables as £1.50 each to Parishioners & E.W. School and £3.00 each for others. All in favour	

Decision	Action
To send through to Steve a revised list of the Hall hire charges Steve to add to website	Lorna Steve

8 Improvement and Development:

- i. **Lighting and Flooring Decision – (Confirmation of understanding of decision)** Steve checked that everyone had received, read and understood the emails that had been sent out regarding the implications of the recent lighting and flooring decisions; essentially that Richard Boxall will hold no responsibility and/or liability regarding the look of the floor and/or the lighting, or any problems that may result from the installation. The responsibility is held by the Parish Hall Management Committee. It was confirmed that this had been understood. Miya said that she had concerns that Richard Boxall's professional view had been disregarded. A discussion then followed regarding the decisions made and the resulting implications as well as how potential issues were raised.

Decision	Action
Going forward, any decisions regarding potential changes need to come through the committee. All in favour	

Decision	Action
To write and thank Richard Boxall for all his help with the project	Rachel

- ii. **Conservation and Improvement Building Project (Update and Review)** Steve told the meeting that the flooring was progressing well and

that the lighting was going to be fitted next week (week commencing 16th May). He said that Richard Slee was due to finish on 23rd May and that he was having a walk through with Richard on Monday 23rd May to look for any “snags”. It was mentioned that this has been a long project and that people were very tired.

Miya proposed a vote of thanks to Steve for all his hard work on the project. This was echoed by all those present.

The Committee reviewed the project through discussion. This was a useful exercise and provides a basis on which to move forward with any future projects.

- iii. **Hall Furniture and Displays (for discussion and decision)** It was mentioned that the builder was putting up the fixings for the wall hangings. It was therefore decided to put these up prior to the opening but to leave decisions regarding what else goes back into the hall (and where) until a later date.

It was mentioned that the craft group may like to examine the wall hangings at some stage to check if any repairs were necessary but this was not felt to be practical/vital to organise before the opening.

- iv. **Hall Grand Opening – Friday 3rd June (For information)** Steve told the meeting that Judith is organising this and it is all in hand. The possibility of the car park area being partitioned off with tubs and pots rather than bollards was mentioned.

Decision	Action
To discuss the partitioning off of the car park area with Judith	Steve

Steve told the meeting that Judith had paid for all the invitations herself so the cost of these had not come out of Committee funds (please also see * additional note at end of minutes).

Decision	Action
To present Judith with a bouquet and Richard Boxall with a bottle of something appropriate.	Liz and Lorna

It was agreed that Steve would say a few words at the opening.

- v. **Kitchen Refurbishment Project; Project Management and Estimate (for discussion and decision)** Everyone present had received a copy of the estimate for the works to the kitchen prior to the meeting. The possibility of applying for additional grants was briefly discussed. It was felt that at the present time there was still a lot to be done to finish up the existing project and that this needs be done before contemplating beginning another. This item will therefore be discussed again at the next meeting.

9 Repairs and Maintenance:

- i. Saturday 28th May at 10.00 am was set as a date for a major clean of the Parish Hall.

Liz kindly offered to deal with the cutlery and crockery.

Decision	Action
To collect the crockery and cutlery and put it through the dishwasher before returning it	Liz

10 Marketing, Promotions and Communications:

- i. **Publicity (for information)** Steve said he continued with the usual publicity streams.

11 Activities and Events

- i. **Jazz Event (2nd July) (For information)** The meeting was informed this is all in hand.
- ii. **Queen's Birthday Event (Saturday 11th June)** The breakfast will be organised in the same manner as the monthly brunches
Jean Smyth has volunteered to lead the walk. It was felt that enough people would be in the Hall clearing up after the breakfast to serve tea/coffee and biscuits /cake on the walkers return.
Steve said he had applied for a licence for the community celebration. Brian agreed to organise the bar. With regard to food, it was suggested a Ploughmans was a good idea. Brian volunteered himself and Barbara and Ron volunteered himself and Shirley to organise this. Steve said that Mark had agreed to do the music and to also organise a music quiz.
- iii. **Worlympics Event (Monday 29th August)** Liz said that she had potentially organised for a blind Olympic runner to open the event. Everyone felt this would be great if it was able to be organised. It was decided that other details and arrangements for this event would be decided at the next meeting.

12 Any Other Business:

- i. Terry asked about the possibility of a Community lunch soon. It was felt that this was a good idea and Steve said he would speak to Terry again to agree a date.

13 Date of Next Meeting

7.30pm on Thursday 14th July 2016

The meeting closed at 9.25pm.

* Additional note:

Information not mentioned during the meeting but worthy of note.

In addition to paying for the invitations, Judith is also paying for the Cava as a celebration drink at the opening event on 3rd June.