

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft Minutes of Extra-Ordinary Meeting held on Friday 29th April 2016
At 7.30pm at East Worlington Parish Hall

1. Present and Apologies:

Present: Steve Baber (Chairman), Campie Hurst Bannister (Vice Chairman), Lorna Manton (Booking Secretary), Rachel Jenkins (Secretary), Sandy Haughton, Brian Edwards, Winnie Corley.

Apologies: Miya Bond (Treasurer), Terry Pullen, Liz Guppy, Philip Risdon

Also present: Ron Moore, Richard Boxall, Richard Boyles.

Steve thanked everyone for attending and explained that the purpose of the meeting was to make decisions about the lighting of the hall and also the direction of the wooden flooring. Steve reiterated that all the works that had been completed on the hall so far were as per the contract and as agreed.

Steve also wanted to mention that all the wall hangings etc were safely stored at Jean Smyth's and were in good condition.

2. Lighting of the Hall:

It was explained to the meeting that all the lighting currently on display, apart from the down-lighters on the stage, was temporary and for the purposes of showing the different options available.

Richard Boyles explained that the original idea was to use commercial light fittings on the walls, which incorporate emergency lighting as the main source of lighting; these provide 9,500 lumens per unit. Alternatively, he explained he had temporarily fitted two domestic wall light fittings for the committee to have a look at; both of which were fairly standard fittings.

Richard explained that the simpler/cheaper of the wall light fittings would not be suitable to convert to contain emergency lighting and so this would need to be provided separately. The wall fitting with the "eye" at the bottom could be converted to contain emergency lighting.

There are also 10 spotlights on wooden back plates higher up to provide additional light.

Richard also mentioned that it would be possible to incorporate some lighting in the new glass doors.

Brian asked whether it would be possible to have the spotlights on the beams instead of on the walls? Richard Boyles said that additional spot lights could be fitted to the beams but the ones on the wall would not be able to be moved.

A lot of those present didn't like the commercial light fitting and the question was asked as to whether there was another design of commercial fitting that could be

obtained to have a look at. Richard Boyles said that he had ordered a different fitting that would hopefully arrive on Tuesday but that the design was similar.

The domestic fitting that was not suitable to be converted to contain emergency lighting was dismissed.

A discussion then followed as to whether it was advisable to wait until Tuesday and see the alternative commercial fitting before a decision was made. Several of those present stated that they were not available on Tuesday for another meeting. The issue of time was also raised, as the commercial fittings if chosen would be coming from Germany. With the opening set for 3rd June it was felt a decision needed to be made now.

The fact that before the renovations the hall had been lit by just 5 lightbulbs was mentioned.

Richard Boxall said that he felt it would be advisable try and find a commercial light fitting that was acceptable to provide adequate light as he didn't feel domestic fittings would provide sufficient light.

A vote was then taken to decide the light fittings. Steve as nominated Project Lead for the Committee did not vote to remain neutral.

Decision	Action
To have "satin chrome" spot lights on the wooden back plates fitted with "soft lighting" bulbs All in favour	

Decision	Action
To have the domestic wall light fittings with the "eye". Some of which will be converted to contain emergency lighting. Decided by a vote of 6 in favour	

Having decided on the wall lights the topic of other/additional spotlights was discussed.

Decision	Action
4 additional spot lights to be placed on the beam nearest the stage; 2 that can be rotated to face the stage or face the Hall, 2 that will focus on the gallery all fitted with "soft lighting" bulbs. All in favour	

Decision	Action
To have 2 spotlights (which will be hidden from view as much as possible) to highlight the wall hangings. These will be fitted with “cool white” bulbs. All in favour	

The down-lighters on the stage were discussed and it was asked whether a dimmer switch could be fitted to these. Richard Boyles said this could be done.

This was felt to be a good idea.

With regard lighting which would run around the glass of the new oak doors, this was also felt to be a good idea. It was suggested this could be rope lighting or low intensity LED lights. Richard Boyles said he would work out the prices for the various options.

Steve then thanked Richard Boyles on behalf of the committee for all the work he had done and was still doing at the Hall. Steve told the committee that the original quote was to have all the lighting cables in trunking, which would have been visible but that Richard had done a lot of extra work so that the cabling was hidden and he had not charged for this.

Decision	Action
To send a summary of the lighting decisions made by the committee to Richard Boyles	Rachel

Richard Boyles then left the meeting.

3. Flooring in the Hall:

Richard Boxall gave the options for the laying of the wooden floor. He explained that on the stage the boards would run left to right and that normally the boards in the main hall would run lengthways. However, as he felt this would emphasise the rooms irregularities he recommended that the flooring should run side-to-side.

Two lengths of wood were then placed on the floor, one lengthways and one sideways, so that people could get an idea of how the flooring might look.

Campie mentioned a concern that if the boards were run side-to-side that if ever there was a problem with damp from the walls the ends of all the boards would be damaged rather than if they ran lengthways, only the outside ones would be affected.

Decision	Action
<p>To have the flooring laid lengthways Decided by a vote of 6 in favour</p> <p>Reason why</p> <p>It was felt that lengthways was the natural way for the flooring to be laid</p>	

It was mentioned that Phillip and Liz had also favoured the flooring being laid lengthways but they had not been present to hear the reasons why the alternative might be preferable.

Campie mentioned that Jane Schofield had offered £100 for the old hall flooring.

Decision	Action
To advise Jane Schofield that £200 was ideally wanted for the old flooring	Campie

A query was raised with regard to the finish of the flooring as the sample being shown had a shiny finish and it was felt that a matt finish had been chosen. Richard Boxall said he would contact Richard Slee and see what the situation was.

Steve thanked Richard Boxall on behalf of the committee for all the work he has done with regard to the works on the hall.

Richard Boxall said that he thought the wrong decision had been made with regard to the lighting. He felt a commercial fitting would be more suitable for the lighting requirements.

The meeting closed at 9:10pm