

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 13th July 2017
7.30pm at East Worlington Parish Hall

1. Present and Apologies:

Present: Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Miya Bond (Treasurer), Brian Edwards, Sandy Haughton, Philip Risdon, Ray Bassingthwaighte, Shirley Moore, Jonathan Harford, Liz Guppy.

Apologies: Lorna Manton (Booking Secretary), Rachel Jenkins (Secretary), Angie Lunn

Also present: Ron Moore.

Note: Rachel (Honorary Secretary) was not at the meeting. Miya and Sandy agreed to make notes during the meeting and Steve agreed to use the note to produce minutes.

2. Minutes:

| Decision | Action |
|---|--------|
| The minutes of the meeting held on Thursday 11 th May 2017 were approved and signed. All in favour | |

3. Matters Arising:

- i. **Role of Treasurer Update:** Miya had previously informed the Committee she wished to relinquish the role of Treasurer when any person agreed to take the position. No one had come forward at present. The Committee considered asking Haley Hardy and Campie confirmed she would ask Haley and report back at next meeting. The Committee also agreed that advertising the position on the Parish Hall website would be a positive strategy.

| Decision | Action |
|---|---------------------|
| Ask Hayley Hardy to gauge her interest in the position. Advertise the position on the Parish Hall website Proposed: Campie Seconded: Liz All in favour | Campie Steve |

- ii. **Role of Vice-chair** Steve explained how he considered the role of vicechair as important in ensuring the Committee had management capacity, to secure continuity should the Chair cease to continue, and to provide support for the work of the Committee. Steve considered that currently there were two main dimensions to the work of the Committee namely project management and community programme management and

it would strengthen the Committee’s strategic position if there was a vice-chair for each dimension. The Committee agreed.

| Decision | Action |
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| Campie to be vice-chair for community programme | Campie |
| Miya to be vice-chair for projects Proposed: Sandy Seconded: Liz All in favour | Miya |

- iii. **Showing Films.** There had been no response to the advertisement to ask for volunteers to organise a film club. The Committee discussed and considered a starting point may be to organise a ‘private’ film night for invited ‘friends’ to gauge support. The Committee decided this was something for the Autumn and this is to be on the agenda of the next meeting.
- iv. **Installation of AV cables.** The projector is now in the position at the top of the beam. Due to damage to the amplifier, probably through an electrical surge, a new amplifier is required. This will be supplied and fitted by Michael Blake as soon as possible.
- v. **Timber Pelmet to Cover AV Screen.** This work is now completed.
- vi. **Storeroom Shelves.** The timber for the shelves has not been supplied by Leon yet. Campie to follow-up with Leon. The Parish Hall equipment stored in Campie’s barn needs moving to the storeroom as soon as possible.
- vii. **Heritage Learning Centre – Storing Documents.** As part of the Heritage Lottery Project the Parish Hall now has the function as a Heritage Learning Centre. It was agreed at the last meeting to install an oak storage cupboard on the balcony to house the local heritage archive. This is to be made and supplied by Philip. This work has not yet been completed. Access to the balcony was discussed and it was agreed that a joiner was needed to fit a suitable ladder. ‘Mac’, a resident, was a joiner and it was decided to ask him to look at the job.

| Decision | Action |
|--|--------|
| Ask Mac to have a look at installing a loft ladder Proposed: Shirley Seconded: Jonny All in favour | Campie |

4. Finance:

- i. **Treasurer’s Report (for information)** The accounts were presented and scrutinised by the Committee
- ii. **Jazz Night Finances** Miya reported that the profit from the Jazz Night event was £1705.55. This was felt to be a very worthwhile event and the income made a significant contribution to the running costs for the Hall.
- iii. **Jazz Night – Donation to Children’s Hospice South West.** The Committee discussed the amount from the Jazz Night income that would be donated to Children’s Hospice South West. Following a thorough debate it was decided that the total amount of the raffle would be donated. This sum is £528. In future years the raffle takings will be donated to Children’s Hospice South West

| Decision | Action |
|---|--------|
| Donate raffle takings to Children’s Hospice South West this year and annually thereafter. (2017 £528). Proposed: Philip Seconded: Brian All in Favour | Miya |

- iv. **Jazz Event Thanks.** The Committee discussed the issue of thanking people who had made voluntary contribution to the Jazz event. Campie reported that she had already given Jillie a thank you gift for the use of electricity for the event.

| Decision | Action |
|---|-----------------------------------|
| Brian Percival – A Bottle of Whisky Wendy Percival – A Scarfe Richard Boyles – A meal voucher from Mount Pleasant to the value of £30 Proposed: Ray Seconded: Brian All in Favour | Brian Campie Campie |

- v. **Knights of Witheridge Donation.** Steve reported that the Parish Hall had made a successful grant application to the Knights of Witheridge for the purchase of a laptop for use at the Parish Hall in conjunction with the AV equipment. The donation was to the value of £349. Steve, Campie, Sandy, Philip and Liz Baber had gone to the presentation event. The Committee were grateful to the Knights for their generosity and their work generally.

5. Business Plan:

- i. **Heritage Lottery Project - Recipe Book:** Sandy and Liz reported they had been working with pupils at East Worlington Primary School on the production of a recipe book based on favourite recipes to pass on down the generations. The school wanted to sell the book for 50p and donate the takings to the Parish Hall. The project of producing a community recipe book with community member contributions will be carried forward into the new Heritage Project.
- ii. **Heritage Lottery Project – Conserve & Research East Worlington Parish Hall, a Converted C17th Cob & Thatched Tithe Barn Project Evaluation Report:** Steve reported that he had completed the evaluation report for the Heritage Lottery Project (Conserve & Research East Worlington Parish Hall, a Converted C17th Cob & Thatched Tithe Barn Project) and sent it to Heritage Lottery. This confirms the successful completion of the project. The report is now on the Parish Hall website.
- iii. **Heritage Lottery Project – Conservation and Celebration: A Century Serving Our Community as a Parish Hall** The grant application to HLF for the new heritage project (Conservation and Celebration: A Century Serving Our Community as a Parish Hall) has been successful and permission to start has been confirmed by HLF. Steve outline the different elements of the project of which the conservation work on the kitchen area is one element. We need to launch the project with the community and it was suggested to link this to the next community pub night. It was considered that this event should take place in September. It was agreed that Steve and Brian should develop plans for this event and start to action.

The Committee will need to think about a Community Celebration programme / event to be held during early 2018.

| Decision | Action |
|---|-----------------|
| Launch the Heritage Lottery Project at the next Pub Night. Develop plans and implement All in favour. | Steve and Brian |

- iv. **Kitchen Project – Budgets** With the successful grant application to HLF there are now sufficient funds to start the kitchen project. The HLF award for the whole heritage project is £34,500 of which £28,202.32 including VAT is allocated to the kitchen project conservation plan. The Batsworthy Wind Farm Grant of £14,572 contributes to the internal fittings and white goods.
- v. **Kitchen Project – Project Management** It was discussed the importance of having one Committee Member who acts as the project manager on behalf of the Committee so there is one point of contact for the contractor. Steve confirmed he was willing to do this as it co-ordinated the grant

requirements, publicity, and building work. The project manager will not make any project decisions or monitor the technical aspects of the project.

This is the role of the Conservation, Improvement and Maintenance Sub-Committee. All strategic project decisions will come to the full Committee.

- vi. **Kitchen Project – Conservation, Improvement and Maintenance Sub-Committee.** This Sub-Committee consists of Steve, Jonny, Ray and Campie and will be joined by Miya to ensure project financial management is secure. This Sub-Committee will develop the strategies that implement the project plan and monitor its implementation. The Sub-Committee will report to the full Committee regularly and as required.
- vii. **Kitchen Project – Contractor Selection.** The Committee discussed the selection process from the three quotes from contractors. It was decided that the quote from Richard Slee was too high and we did not have sufficient funds to consider that contractor. Steven Leach quote raised some question especially about VAT. It was agreed for Steve to contact Steven Leach and start a dialogue that helped provide more information that could be used in the decision-making process. The CIM sub-committee (including Miya) will meet to enable a reported to be produced for the Committee on the preferred contractor and the rationale.
- viii. **Kitchen Project - Extra-ordinary Meeting.** The Committee agreed to meet at a single agenda item extra-ordinary meeting if key decisions needed to be made before the next scheduled Committee meeting. All agreed to this approach. Steve will call the meeting if required.
- ix. **Kitchen Project – Disruption to use of the Hall.** This will be an issue when the works start. It was agreed to address this issue when dates for the project are known.
- x. **Kitchen Project – Press Release.** Steve had drafted press releases to publicise the support from the grant provided. These were circulated for information. They will be sent to Crediton Courier, Tiverton Gazette and North Devon Journal.
- xi. **Table Tennis Club.** There was a discussion about the table tennis tables which are currently in storage in Campie’s barn. The tables are the responsibility of the Table Tennis Club but it is not clear if a Table Tennis Club still exists and if so if they can take responsibility for the tables. This needs clarification.

| Decision | Action |
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| Clarify the issue of the Table Tennis Club. Talk with Michael Wall | Sandy |

6. Membership Roles and Responsibilities:

No items to deal with.

Promotion of role of Treasurer to secure a future post holder to remain active.

7. Policies:

i. Fire and H&S Risk Assessment and Checks.

No issues to report.

8. Improvement and Development

i. Windows to Front of Hall.

The Conservation Officer has declined to support the Listed Building application to replace the two windows in the front elevation. A repair does not require Listed Building Consent and this will involve repairing only the rotting timber and retaining the good timber e.g. top rail. Haydon's have provided an estimate for repair to windows. It is not known until the windows are removed the extent of the repair needed and this will affect the quote if more work is required. The Conservation Officer has agreed to the replacing of the bottom cills in slate.

The external render should be replaced at the same time the windows are worked on.

ii. External Render.

A quote had been received from Leon Gooding £19,980. The external render will need to be considered within the same project as the replacement front windows. The Committee will need to decide how to fund the work. To be discussed at the next meeting.

9. Repairs and Maintenance:

i. Repairs and Maintenance Plan. The holes created in the panelling when the AV cables were installed still need covering with plates.

| Decision | Action |
|-------------------------|---------------|
| Cover holes with plates | Jonny |

10. Marketing, Promotions and Communications:

i. Parish Hall Newsletter.

The newsletter will be used to give a regular update on progress with the kitchen project.

| Decision | Action |
|--|---------------|
| Produce a regular newsletter to share information about the progress with the kitchen project. | Steve |

11. Activities and Events:

i. Bingo Evening

This event is taking place on 19th July in Thelbridge Parish Hall.

ii. Quiz Night

This event is scheduled for 14th October

12. Any Other Business

Annual subscription to Devon Communities Together. This was discussed to clarify benefit from the membership and it was unanimously agreed to renew the membership for the next year.

13. Date of Next Meeting:

7.30pm on Thursday 14th September 2017

The meeting closed at 9.45pm.