

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 9th March 2017
7.30pm at East Worlington Parish Hall

1. Present and Apologies:

Present: Steve Baber (Chairman), Campie Hurst-Bannister (Vice Chairman), Lorna Manton (Booking Secretary), Miya Bond (Treasurer), Rachel Jenkins (Secretary), Phillip Risdon, Brian Edwards, Sandy Haughton, Shirley Moore, Jonathan Harford, Liz Guppy, Angie Lunn.

Apologies: Ray Bassingthwaite
 Also present: Ron Moore

2. Minutes:

Decision	Action
The minutes of the meeting held on Thursday 12 th January 2017 were approved and signed. All in favour	

3. Matters Arising:

- i. **Car Park - Maintenance and Repair.** An email received from Sue Squire was read out in which she said that arrangements were being made for the land to be registered to the Parish Council with the Land Registry and that she would be in touch when this had been completed. Philip told the meeting that Rebecca Smyth had agreed to help the Parish Council with the paperwork regarding this.
- ii. **Window Blinds.** The meeting was told that the window blinds were ready and would be fitted soon. The blinds have cost £320, £300 of which has been covered by a Community grant received from North Devon Council. Steve mentioned that we may be able to access a grant of about £50 from the TAP fund for North Devon which could be used to cover the balance. He will report back on this when he has more information.
- iii. **Loft Ladder to Balcony.** Steve said that there was a problem with fitting a loft ladder as the loft hatch opens upwards. Solutions to this are being sought and it will be reported on again at a later date.
- iv. **W.I Equipment.** Shirley told the meeting that the W.I. had now been disbanded. Jean Smyth has agreed to store the crockery and Campie had agreed to store the wall hanging which belong to the W.I. The clock will remain in the Hall for the time being.

4. Finance:

- i. **Treasurer's Report (for information)** Miya had prepared finance reports for the period 1st April 2016 – 28th February 2017 which show a total of £18,888.38 available funds. This includes the grant received for the audio-visual equipment and the money retained for the builder. Miya told the meeting that donations made at Winnie's funeral totalled about £330. This money will be received shortly. Those present felt it was extremely kind of Winnie's family to donate this money to the Hall.

Decision	Action
To write to Winnie's family to thank them for the donation	Rachel

Steve thanked Miya for the reports. Miya reminded the meeting that she wishes to stand down as treasurer at the AGM in May.

- ii. **Grant Application Update.** Steve told the meeting that several grant applications were awaiting decisions including one for approximately £15,000 to the Garfield Weston Foundation which is going to the trustees for discussion shortly. The application for the Batsworthy Community Grant for approximately £14,000 is going to the panel for a decision soon. Steve mentioned there were also other sources for grants that could potentially be applied for and will report when further progress is made.

5. Business Plan:

- i. **Heritage Lottery Project Plan.** Steve told the meeting that the Heritage Lottery had been asked whether the kitchen project was something they would be willing to fund; they had said to submit a full application. Steve confirmed there is a project plan and this will be used to support any application. A Condition Survey and Building Control Consent has to be submitted along with the application. Richard Boxall has kindly agreed to do these.
- ii. A document produced by Steve had been circulated prior to the meeting showing the potential project costs and budgets and a project activities summary. Steve explained how "contribution in-kind" can be considered as part of the community's own fund raising when applying for funding. It was stated that a decision needed to be made as to whether we wish to move forward with the application. A discussion followed.

Decision	Action
To move forward with the Heritage Lottery Fund Application Proposed: Brian Seconded: Liz All in favour	Steve

- iii. **Hire Agreement Updating.** It was mentioned that at present there is nothing in the booking and hire agreement for the Hall dealing with the cancellation of a booking by either party, Lorna provided a suggestion as to the wording that could be incorporated into the hire agreement to rectify this. This was felt to be a sensible idea. The wording is as follows:-

Cancellation

If the Hirer wishes to cancel the booking 6 weeks or less before the date of the event and the Parish Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Parish Hall.

The Parish Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the Parish Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Parish Hall management committee reasonably considering that:
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - (ii) unlawful or unsuitable activities will take place at the Parish Hall as a result of this hiring
- (c) the Parish Hall becoming unfit or unsafe for the use intended by the Hirer
- (d) an emergency requiring use of the Parish Hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Parish Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Decision	Action
To incorporate into the booking and hire agreement, details of what occurs in the event of a cancelation of a booking. Proposed: Rachel Seconded: Liz All in favour	Lorna

6. Membership Roles and Responsibilities:

No items to deal with

7. Policies:

- i. **Fire and H&S Risk Assessment and Checks (for information)** Brian told the meeting that there were no issues to report.
- ii. **Environmentally Friendly Policy and Strategy.** The suggestion was that a policy be drawn up showing how we attempt to run the hall in an environmentally friendly way. This could include simple things like using environmentally friendly cleaners, recycling whatever possible and ensuring that we buy energy efficient appliances when they are replaced. The policy was felt to be a good idea and it was felt it might help with some grant applications. Jonny will send out an email with a suggested date to discuss this further. It is hoped that a policy will be put together by the next meeting.

Decision	Action
To devise an environmentally friendly policy for the Hall	Johnny to email a date for meeting.

8. Improvement and Development

- i. **Report from CIM Group.** A very informative report had been produced and circulated prior to the meeting. This was discussed. Johnny

confirmed that a Listed Building Consent application had been made to replace the front two windows. It was mentioned that as the Parish Council own the Hall it may be possible for them to apply for grant funding towards some of the repairs that need doing.

Decision	Action
To raise the possibility of the Parish Council applying for grant funding towards the cost of repairs of the Hall at the meeting in May	Phillip

The quote received for removing the external render from the Hall and redoing was discussed. It was decided to get 2 more quotes to have this work done, along with a price for the fitting of the new windows.

Decision	Action
To ask Steven Leach for a quote to repair/replace the external render and also fit the two new windows	Campie
To ask Leon Gooding for a quote to repair/replace the external render and also fit the two new windows	Ron

The acoustics of the Hall and suggestions to improve them were discussed. It was mentioned that how having a large number of people at an event improves the acoustics. It was decided that a “wait and see” approach would be taken and adjustments, such as curtains, could be made if it was felt appropriate at a later date.

It was reported that the work to the storeroom was progressing very well and that the results were very pleasing.

- ii. **Kitchen Project.** At the previous meeting, it was suggested that people complete and return a survey to express their views as to what work was essential/desirable/not supported on the kitchen project. Steve said that he had received several surveys back but that if anyone still wanted to contribute they could. The collation of the responses was help shaping the final decisions about the project. This will be discussed at a future meeting when there is more clarity about funding.
- iii. **Audio/Visual Equipment Installation (Update).** Steve reported that the installation of the cabling had being completed and that the equipment was due to be installed the week beginning 27th March.
- iv. **Showing Films Report** Rachel had done some research into the various cost involved in running a film night. She explained there would need to be either a Temporary Events Licence (costing about £21) for each showing or alternatively an Annual Premises Licence, which would need to be checked to ensure it covered the showing of films. There would also need to be Performing Rights Licence (which is already in place). In

addition, a licence is required to show the actual films. This can be arranged through a company such as Moviola, whereby 35% of the takings of each showing is paid to Moviola along with a service charge of £40 plus VAT. Moviola provide the film but outward and return postage would also need to be paid.

An alternative would be to purchase an annual MPLC Umbrella Licence which costs in the region of £200 per year. This however does have some restrictions, the main ones being there can be no advertising of the film night and a ticket price cannot be charged to see the film. the DVD would also need to be provided ourselves.

A discussion of the various options followed. There was some concern that the costs involved may not be covered by money taken. It was also felt that having an annual MPLC Licence and being unable to advertise or sell tickets was probably not suitable. It was suggested that it might be a good idea to hold a "one off" film night and see how that goes. This was felt to be a sensible idea and will be discussed again at a future date once all the audio-visual equipment is in place. Thanks were given to Rachel for finding out about the cost involved.

9. Repairs and Maintenance:

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

10. Marketing, Promotions and Communications:

- i. **Parish Hall Newsletter.** Steve suggested that it might be a good idea for a newsletter to be produced after each meeting. This was felt to be an excellent idea. Steve asked for any suggestions as to what to include in the next one; ideas that were suggested were the "Call My Bluff" evening, the Crocus and Cream Teas and the possible future film night.

11. Activities and Events:

- i. **"Call my Bluff" Evening with the Auctioneer.** Liz thanked everyone who helped in anyway. It was felt that the event went very well and was a great success. Thanks, were given to Liz for organising the event.
- ii. **Crocus and Cream Teas.** Despite the awful weather, it was felt that the first Sunday had gone well. 73 people had paid to look around the garden and the Hall had been busy serving teas. It was hoped that the weather would be better for the 2nd open day.
- iii. **Jazz by the River.** Brian reported that the repairs to the trailer had been started and were going well. Posters have been produced and put up. It was mentioned that a sub-committee would be beneficial to help get the event organised. It was suggested that an email containing a list of jobs be circulated.
- iv. **Sir Hugh's Community Walk.** An email was sent but a response from Sir Hugh has not yet been received.

Decision	Action
To contact Sir Hugh to begin to organise a community walk.	Steve

- v. **AGM.** Steve asked whether there were any ideas for the AGM meeting in May. It was felt that the current format was fine.
- vi. **Diary of Activities.** The list of activities currently arranged had been circulated before the meeting. Suggestions for additional events were requested. Brian suggested a curry and quiz night. This was felt to be a good idea.

Decision	Action
To hold a curry and Quiz night on Friday 28 th April All in favour	

Johnny mentioned that he was going to an event organised by Villages in Action and he will see if he thinks it is the sort of thing that would be suitable to hold in the Hall.

A quiz night was suggested for later in the year.

12. Any Other Business

- i. **Table Tennis Tables.** Mr Wall has again asked when the tables are going to be back in the Hall. Unfortunately, at the moment it is not possible for them to be stored in the Hall.
- ii. **The Monthly Draw.** As there is no brunch this month the monthly draw was made. The number drawn was number 28.(Winnie's old number which has now transferred to Marion Crane)

13. Date of Next Meeting:

7.30pm on Thursday 11th May 2017

The meeting closed at 9.40pm.