

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 12th January 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), Philip Risdon, Brian Edwards, Sandy Haughton, Shirley Moore, Jonathan Harford, Liz Guppy.

Apologies: None

Also present: Ron Moore, Angie Lunn, Ray Bassingthwaite, Jayne Goody and Neville Cooper.

Steve welcomed everyone to the meeting and as there were new people present he briefly explained the structure of the committee and the different types of Trustees namely elected, community organisation nominated and co-opted. All Trustees have the same responsibilities

The Committee confirmed how dreadfully sorry everyone had been to hear of the death of Mrs Winnie Corley. Winnie had been a member of the Committee for many years, taking on the role of representative for both the Woman's Institute and the Parochial Church Council. She will be missed. The Committee's condolences go to the family and friend of Winnie.

As there were new committee members present the agenda item Membership Roles and Responsibilities were dealt with at the beginning of the meeting. This was felt to be appropriate.

6. Membership Roles and Responsibilities:

- i. **School/Academy Representative.** Angie Lunn kindly agreed to take on this role
- ii. **Parochial Church Council.** Ray Bassingthwaite kindly agreed to take on this role
- iii. **Woman's Institute.** This position will remain vacant at the time being until the future of the W.I. is determined. It will be discussed again at a future meeting.

2. Minutes:

Decision	Action
The minutes of the meeting held on Thursday 10 th November 2016 were approved and signed. All in favour	

3. Matters Arising:

- i. **Welcome Pack (Update).** Steve informed everyone that this has been updated and circulated to new residents.

- ii. **Car Park - Maintenance and Repair.** As the ownership of the car park at the front of the Hall is in question, it has been asked who is responsible for the maintenance and repair of the area.

Decision	Action
To write to the Parish Council to ask for clarification as to who is responsible for the parking area outside the Hall	Rachel

- iii. **Organ (Update)** Steve said that he had rung Graham Butt and left a message to say that unfortunately we had nowhere to store the organ and for Graham to let him know if he would like it back; otherwise he told Graham that it was the intention to sell the organ. Graham has not been back in touch.
Chulmleigh Community College are circulating a note to ask if anyone would like it.
- iv. **Trestle Tables** The storage of the trestle tables in the hall is a problem. Campie offered to store them in their barn for the time being.
- v. **Glazed Door Draughts (Update)** Steve informed the committee that Haydons had been in and fitted additional draught excluders etc. to the new glazed doors. It was agreed by those present that there was no draught coming through the doors.
- vi. **External Electrical Sockets (Update)** Steve informed the committee that Richard Boyles has put an external socket outside the Hall and that it was working fine. It had been used for the Christmas Tree lights

4. Finance:

- i. **Treasurer's Report (for information)** Miya had prepared finance reports for the period 1st April 2016 – 31st December 2016 which show a total of £21,152.99 available funds. This includes the grant of £9,960 received from the Big Lottery Fund for the audio visual equipment and a grant of £400 received from the Parish Council. Miya told the meeting that the money from the pub night and the brunch were still to be banked. Steve thanked Miya for the reports which everyone agreed were very informative.
- ii. **Jazz Stage Improvements** Steve told the meeting that it had been identified that some repairs needed to be made to the trailer which is used as a stage for the Jazz night. A quote for the material to do these had been received from A&S Paving for £240.72. This would be paid out of the proceeds of the Jazz night. All present agreed the repairs needed to be made.

Decision	Action
To approve the spending of £240.72 on materials to repair the trailer for the Jazz night Proposed: Campie Seconded: Sandy All in favour	

Steve will inform Brian Percival that the expenditure has been approved. Brian, Ron and Steve will complete the repairs along with Brian Percival

- iii. **Window Blinds Purchase** A Community Council Grant of £300 has been received from North Devon Council and it was suggested that this money could go towards paying for the blackout blinds for the Hall; As the cost is £320 this would mean that only £20 needs to be found from Hall funds.

Decision	Action
To spend the £300 Community Council Grant on the blinds for the Hall. All in favour	

A sample of the material to be used for the blinds was circulated. Everyone liked it. How the blinds would be raised and lowered was then discussed.

Decision	Action
The material for the blinds is suitable All in favour	
If the blinds would totally cover the windows the preference is for them to be "spring loaded" otherwise to have the blinds on cords. All in favour	

Decision	Action
To contact Lindsey Harford to ask her opinion regarding the best system for lowering the blinds and then to confirm the order.	Steve

Monthly Draw Funds. The matter of the monthly draw funds was raised. Every year the Committee have used the income from this fund-raising activity to directly make an improvement to the facilities available for the community. A decision was needed about the 2016 purchase. The suggestion was made that the money could be used to buy a ladder to access the balcony area. This was felt to be a good idea, subject to cost.

Decision	Action
To purchase a ladder to access the balcony area with the monthly draw money Proposed: Sandy Seconded: Rachel All in favour	Steve

Campie said she will email details of a potentially suitable ladder to Steve.

5. Business Plan:

i. Heritage Group Report:

(a) Cob Wall and Lime Plastering Workshop. A form was circulated to enable anyone who was interested in attending the course to write their name down.

(b) Creative Writing Workshop. A form was also circulated for this course

(c) Art Workshop. A form was also circulated for this course

(d) Recipe Book Project. Liz told the meeting that she was meeting with Suzi from the school and that the idea was to produce an “Inheritance Tracks” style recipe book, whereby the children submitted recipes which had been passed down from older family members, along with favourite recipes of their own from today. Anyone who wants to contribute to the recipe books can email Liz.

These Heritage Projects need to be completed by June 2017.

- ii. **Environmental Health Compliance.** Lorna informed the meeting that to comply with Environmental Health Guidelines she had prepared 2 booklets; one to be left in the Hall for the attention of anyone hiring the Hall, the other to be read and signed by the people who help at the Brunch and other events with catering. The information booklet was to be read by each member of the list and signed to confirm it had been read. Each person on the list to circulate it to the next person. Thanks were given to Lorna for dealing with this matter.

- iii. **Heritage Lottery Project Plan.** Steve informed the Committee that following on from the initial application of interest he made to the Heritage Lottery for money towards the Kitchen refurbishment he had received a reply saying that it was something they might support. It was felt that that the plan should follow the same structure as the plan for the works to the Hall that have already been completed, however, this will be a completely separate project.

It was mentioned that the building became the Parish Hall in 1920 and that perhaps the project could be a celebration of 100 years of service and include all the things that make up the history of the Hall. All present thought this was a good suggestion. Steve went through a printout that had been distributed before the meeting regarding the proposed structure of the project and a discussion followed. It is estimated that the project will cost about £50,000

Campie asked to be involved with the Conservation Improvement and Maintenance Plan and this was confirmed.

Liz mentioned that she is unable to commit fully to the project until after September 2017.

After discussion and consideration, the feeling of those present was to pursue this further.

6. Membership Roles and Responsibilities:

Already dealt with at the beginning of the meeting.

7. Policies:

- i. **Fire and H&S Risk Assessment and Checks (for information)** Brian told the meeting that there were no issues to report. The lighting that had been a problem was all sorted now.
- ii. It was mentioned that the top oven on the cooker isn't working. Campie offered to telephone and find out how much it will cost for someone to

come and have a look at it. Neville offered to have a look before she did this.

8. Improvement and Development

- i. **Building Works in Storeroom (Update)** Ron reported that the works were progressing well. The insulation has been put in and Leon Gooding is going to come and put the plasterboard up.

Decision	Action
To write to Leon Gooding and thank him for his help once the work is completed	Rachel

- ii. **Project Planning for Building Works** A chart suggesting a Conservation Improvement and planning structure for the project had been circulated before the meeting. This was looked at, discussed and approved.
- iii. **Building Works Planning Team** The team is to be Steve, Ray, Jonathan and Campie who will feed back their findings to the committee.
- iv. **Kitchen Refurbishment Project** It was felt it would be helpful to have a clearer idea of what is wanted for the kitchen. Steve had prepared a plan/questionnaire for the various aspects of the project with the response of either essential, desirable or not supported. It was felt that everyone's views on the various aspects would be helpful.

Decision	Action
To complete the questionnaire regarding the proposed kitchen project and return to Steve by 9 th February 2017	All Members

This will then be discussed at the next meeting.

- v. **Acoustic: Commission Report.** The acoustics of the building have been discussed previously and suggestions have been made to try and improve things but no professional input has been sought. It was felt this might be helpful before anything is done. It was mentioned this could possibly involve no cost.

Decision	Action
To enquire into the cost of getting an acoustics report completed, and if there is no cost, to organise for it to be done	The Buildings Maintenance Improvement Team

- vi. **Audio/Visual Equipment Installation (Update).** Details of the proposed installation of the audio-visual equipment had been circulated prior to the meeting. A discussion concerning the equipment and the installation followed.

Decision	Action
To have black speakers All in favour	

Several questions were asked regarding the equipment and installation: -

Whether the projector would also be black;

If the speakers would be too high – whether they would provide better sound being placed lower;

If the speakers could be on wi-fi.

Steve said he would contact Michael Blake about these matters and confirm the Committee’s approval to proceed with the installation.

To lay the cables it will be necessary to have conduit in the wall. This will require channels to be cut for the conduit and plaster over following the installation.

Decision	Action
To have the conduit in channelling All in favour	
To speak to Leon to ask if he could do the channelling for the conduit	Ron

It was mentioned that a wooden pelmet would be put up to mask the pull-down screen.

- vii. Showing Films Implications.** Rachel told the meeting that unfortunately this was more involved than just hiring a DVD and showing the film. There are a number of costs involved. A licence is needed (either an annual one or a temporary one for each event) as well as a film licence for each film shown and a PRS licence. Rachel has been in touch with someone who helps run the community cinema group at Chulmleigh - their films are rented through Moviola and so the film licence is paid to them; this costs 35% of the box office takings plus a service charge of £46 and a £5 disk postage per film showing. Rachel told the group she would look into the costs etc involved in running this venture and report back more fully at the next meeting.

9. Repairs and Maintenance:

- i. Repairs and Maintenance Plan.** The cooker had already been mentioned. There were no items for the list.

10. Marketing, Promotions and Communications:

- i. Marketing and Promotions Strategy 2017.** The document that Steve had produced had been circulated prior to the meeting This was read through and discussed.

Decision	Action
To approve the promotions and marketing strategy 2017/18 All in favour	

11. Activities and Events:

- i. **“Call my Bluff” Evening with the Auctioneer.** Liz told the meeting that ticket sales were going well and that there were only about 15 left to sell. She said that the big trestle tables would be needed for the event; one at the back of the Hall and one on the stage. Jacket potatoes will be served and there will be 3 different fillings, including a vegetarian choice. Liz said that any raffle prizes would be gratefully received. Brian has kindly agreed to do the bar and it was confirmed that a licence to sell alcohol has been obtained for the event. Lorna has kindly agreed to organise the soft drinks. Liz asked if committee members would be happy to make desserts for the event; one dessert per family group. It was suggested that people email Liz to let her know what they are going to make to avoid too much of the same thing.

Decision	Action
To provide a dessert for the “call my bluff evening” (to feed 8 people)	All Members

- ii. **Crocus and Cream Teas.** This is all in hand. An email is going to be circulated shortly asking for people to help on the days.
- iii. **Jazz by the River.** Campie offered to coordinate the group to organise this. She will ask Brian and Wendy Percival if they are willing to help again this year.
- iv. **Sir Hugh’s Community Walk.** Sir Hugh has offered to lead a walk around some of his land to raise money for the Hall. This was felt to be a good idea. Steve agreed to speak to Sir Hugh to begin to organise this.

12. Any Other Business

- i. **Table Tennis Tables.** Mr Wall has asked when the tables are going to be back in the Hall. At the moment, there is nowhere to store them in the Hall. They are currently stored at the back of Campie’s barn and are not easy to get to. Ron said he had spoken to Mr Wall recently about this and had assured him that the accessibility and storage of the tables had not been forgotten. The matter will be discussed again at a future date.

13. Date of Next Meeting:

7.30pm on Thursday 9th March 2017

The meeting closed at 9.35pm.