

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft Minutes of Meeting Held on Thursday 8th March 2018
7.30pm at East Worlington Parish Hall

1. Present and Apologies:

Present: Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Patrick Dwen (Treasurer), Lorna Manton (Booking Secretary), Rachel Jenkins (Secretary), Miya Bond, Brian Edwards, Sandy Haughton, Philip Risdon, Ray Bassingthwaighte, Shirley Moore, Jonathan Harford, Liz Guppy.

Apologies: Angie Lunn

Also present: Ron Moore, Lou and Amanda Mastroddi

Steve welcomed everyone to the meeting. The number for the monthly draw was picked; it was number 13 (Liz Guppy)

2. Minutes:

Steve briefly went through the minutes of the last meeting; all the points for action had been moved along. The key to the fire alarm has been found. Campie asked if a thank you note could be sent from the Committee to Ian Southwood.

Decision	Action
To write and thank Ian Southwood for his help with clearing the hardcore away from the Hall	Rachel

Rachel reported that the Devon County Council had replied and said that a root cutter had cleared the drain outside the Parish Hall (reply received from Richard Sables); Campie told the meeting that this had not taken place.

Decision	Action
To write to Devon County Council to inform them that the drain has not been cleared and no root cutter has attended.	Rachel

Decision	Action
The minutes of the meeting held on Thursday 11 th January 2018 were approved and signed. Proposed: Brian Seconded: Sandy All in favour	

3. Matters Arising:

- i. **Projects – Strategic Overview.** Steve had prepared a spreadsheet, which had been circulated prior to the meeting, showing the various Hall projects and the stages reached on each of them. This was looked at and discussed. Thanks were expressed to Amanda and Lou for their help in sorting the kitchen and store room.
- ii. **Jazz by the River.** Campie informed the meeting that because it was felt that Brian and Wendy Percival would not be available to help organise the

event, the decision had been made to postpone the Jazz night to 13th July 2019. This was felt by all to be the right decision.

- iii. **Noticeboards.** Various options for display boards had been circulated to the committee prior to the meeting. It was felt that more information on “option 2”, which is panels that interlocked and are self-supporting, was worthy of further investigation. Lorna agreed to do this and will report back to the next meeting.

Decision	Action
To find further details on “option 2”	Lorna

4. Finance:

- i. **Treasurer’s Report (for information).** The accounts were presented and scrutinised by the Committee. Patrick explained that we had been successful in grant applications and this had provided sufficient funds to complete the Kitchen Refurbishment Project. It is now necessary to consider the outstanding conservation work, and the research, learning and digital outputs elements of the HLF grant and consider our application for the second element of the HLF grant. Steve and Patrick will review the situation and report back at the next meeting.

- ii. **Kitchen Project Financial Report.** The meeting was informed that the cost of the Kitchen Refurbishment Project to date was £34,700. The outstanding white goods item was a microwave. Campie agreed to investigate costs for a suitable microwave.

Decision	Action
To find out the cost of a suitable microwave	Campie

- iii. **Grants Update.** Patrick provided the meeting with details of the grants we had received during 2017/2018 to support the conservation and improvement work at the Hall including kitchen refurbishment. They are as follows: -

Heritage Lottery Grant – Phase 1:	£17,250.00
Batsworthy Grant	£14,572.00
Trusthouse Charitable Foundation	£ 5,549.00
Garfield Weston Grant	£ 5,000.00
North Devon Council Community Councillor Grant	£ 100.00
North Devon Council TAP Fund	£ 450.00
The Mercers’ Company	£ <u>2,500.00</u>
TOTAL	£45,421.00

Still to be claimed for HLF Project
Heritage Lottery Grant – Phase 2: £13,600.00

We also have the following secured funding towards the two windows at the front of the Hall and associated render work:

Awards for All	£ 9,952.00
Heritage Lottery contingency	£ 3,200.00
TOTAL	£12,952.00

All the financial reports were received with thanks.

5. Business Plan:

- i. **Kitchen Refurbishment Project Update.** The meeting was told that the internal part of the Kitchen Refurbishment Project had been completed. There had been a few minor issues, but these were all sorted by the builder. It was felt by all to have been a successful project. The external part of the project had not been able to be completed because of the weather.
- ii. **Kitchen Refurbishment - Evaluation and Impact.** Steve asked the meeting for any thoughts or comments they had regarding the new kitchen. It was felt that the kitchen was now a much more welcoming and comfortable space to work in and was better able to provide the service it was designed for.
- iii. **Heritage Lottery Report.** Steve had prepared a progress report which had been circulated prior to the meeting. This was looked at and discussed.
- iv. **AGM and Annual Report in May.** It was noted that the next meeting, in May, is the AGM; Anyone who contributes a report should have them ready for the meeting.

6. Membership Roles and Responsibilities:

- i. **Maintenance and Caretaking.** Steve informed the meeting that Lou and Amanda have agreed to support the maintenance tasks at the Hall. The Committee thanked Lou and Amanda for this support.
- ii. **Role of Honorary Secretary.** Rachel informed the meeting that she will be standing down as Honorary Secretary at the AGM. It is hoped a replacement can be found by then.

7. Policies:

- i. **Fire and H&S Risk Assessment and Checks.** Brian said there were no issues to report

8. Improvement and Development:

- i. **Render and Windows Project.** The meeting was informed that the funds are available to carry out the windows and render project. Jonny will liaise with Haydons and Steve with the builder to get this organised. It is hoped this will be done during the school summer holidays. Campie mentioned that she had some spare slate which might be suitable for the sills.

Decision	Action
To proceed with the windows and render project. Proposed: Liz Seconded: Sandy	Jonny and Steve

- ii. **Front Foyer, Toilet and Storage Project Development.** Steve had prepared a report which had been circulated prior to the meeting. This was looked at and discussed. The main issue was about land ownership associated with the foyer and car park. Exeter Diocesan Office had confirmed it was indeed 'parsonage land' and that Worlington PCC had to decide on the future ownership of the land. A proposal from Exeter Diocesan Office had supported the idea of conveyance of the land to East Worlington Parish Council but proposed a number of covenants. The

Committee considered this and while supporting the conveyance of land to the Parish Council highlighted the risks associated with the covenants and could not support them as part of an acceptable proposal. These concerns will be reported to the Diocesan Office by Steve.

If the conveyance to the Parish Council was successful it would be up to the Parish Council to clarify the lease arrangements with the Parish Hall Committee.

Concern raised about the legal cost associated with the conveyance and implications that the Parish Hall Committee might have to cover these costs without clarity of benefits and responsibilities. Indeed, the proposed covenant created a condition that would potentially disadvantage Hall hirers. The proposal if agreed to could create difficulties in the day to day management and use of the land.

Jonny has spoken to the Conservation Officer regarding the possible design of the new foyer. Although she has a few concerns she seems to view the project favourably and is preparing a report.

Steve suggested that the community should be consulted about the foyer development; this was felt by all to be a good suggestion.

9. Repairs and Maintenance:

- i. **Repairs and Maintenance Report.** There was nothing to report.
- ii. **Condition and Structural Survey.** It was reported that although the render is looking in poor condition Jonny (an Architect) confirmed there is not currently any signs that the building is not structurally sound. It was therefore felt that there is no need for a structural survey at this time.

10. Marketing, Promotions and Communications:

- i. **Relationships with Other Community Organisations.** Steve told the meeting that he had met with Charles Mills and they had discussed the community organisations liaising with each other to ensure that events didn't clash with each other. This was felt to be an excellent plan by everyone present.
- ii. **Annual Parish Magazine Articles.** Steve said that he will be writing several articles for the Parish Magazine on behalf of the Parish Hall Committee. Liz said she would write an article for the magazine about the school cookery project.

11. Activities and Events:

- i. **2018 Activities and Events Programme.** Steve had produced a draft list of events and activities planned for 2018. This was discussed. The proposed pub night was moved to Friday 18th May as the Bluebell Walk is taking place on 29th April.
- ii. **Winnie's Quiz** This is planned for Friday 22nd June. Members of the Committee asked if the quiz could be on Saturday 23rd June. Steve will look at dates. Steve suggested that that this could be an annual event and a trophy be purchased and called the Winnie Memorial Cup to present to the winners each year. This was felt to be a good suggestion.

Decision	Action
To purchase a trophy to present at the Winnie memorial quiz each year. Proposed: Rachel Seconded: Brian All in favour.	

- iii. **Big Breakfast.** This is taking place on Sunday 8th April.
- iv. **Bluebell Walk** This is to take place on Sunday 29th April. Campie is organising it.
- v. **Teddy Bear Event.** Shirley informed the meeting that the teddy bears from Winnie's had already been donated to charity, therefore, some more would need to be sourced. Liz said she was looking into ways of doing this and will report back at the next meeting.

12. Any Other Business

Sandy said that she had spoken to Suzie from the school again regarding the table tennis table and the school don't want it. It was suggested that perhaps someone in the community would like the table on loan until there is adequate storage in the Hall for it. This was felt to be a good suggestion.

Decision	Action
To write something to offer the table tennis table to a member of the community on loan for Steve to put on the Worlywide Web	Sandy

13. Date of Next Meeting:

7.30pm on Thursday 10th May 2018

The meeting closed at 9.17pm.