

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft Minutes of Meeting Held on Thursday 10th May 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), Maxine Difford (Secretary), Rachel Jenkins (note-taker), Brian Edwards, Sandy Haughton, Philip Risdon, Angie Lunn, Ray Bassingthwaighe, Shirley Moore, Jonathan Harford, Liz Guppy.

Apologies: Miya Bond.

Also present: Lou and Amanda Mastroddi

2. Minutes:

Steve briefly went through the minutes of the last meeting; all the points for action had been moved along.

Drains - Rachel reported that the council had replied to her letter and said that given the number of times this problem with the drain has been reported a contractor was going to attend again. It was felt that the Committee had now done as much as possible at this time to sort the problem.

Decision	Action
The minutes of the meeting held on Thursday 8 th March 2018 were approved and signed. Proposed: Campie Seconded: Lorna 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. Steve asked for any suggestions to add to the plan. The replacement of all the windows and the purchasing of some more tables and chairs was suggested. These items will be put on the agenda of a future meeting for discussion.
- ii. **Noticeboards.** Information regarding the options for display boards had been circulated to the committee prior to the meeting. These were discussed. It was felt that, at the present time, renting them if required would be the best option.

Decision	Action
To rent display/noticeboards if required. Proposed: Campie Seconded: Lorna All in favour	

4. Finance:

- i. **Treasurer's Report (for information).** The accounts were presented and scrutinised by the Committee. Patrick mentioned that there had been a fall in the income from Hall hire. He said that there were sufficient funds available to complete the windows and render project. He mentioned that we are on target to be able to apply for Garfield Weston Funding for the foyer work. Patrick suggested that in addition to funds being put aside each year to cover the cost of rethatching, funds were also assigned each year to cover the cost of replacing the render in 10-20 years' time. This was felt to be sensible.

Decision	Action
To transfer £1000 into the Thatching Fund and £500 into a fund to replace the render Proposed: Patrick Seconded: Shirley	Patrick to transfer funds

- ii. **Grants Reports and Evaluation Update.** Steve reported that all the evaluations for the grants received had now been completed.

5. Business Plan:

- i. **Strategic Plan 2018-2021.** The strategic plan 2015-18 had been circulated prior to the meeting. Steve asked for suggestions for the plan for 2018-2021. The windows, render and foyer projects were all suggested. Securing the availability of parking for the Hall was also mentioned. Patrick suggested the possibility of having a vehicle to provide transport to and from the Hall to get over the limited parking issue. Ray supported this idea. These ideas/suggestions will all be discussed at a future meeting.
- ii. **Heritage Lottery Report.** Steve reported that this is ongoing.

6. Membership Roles and Responsibilities:

- i. **Role of Honorary Treasurer.** Patrick had already informed the Committee at the AGM that he wishes to stand down as Treasurer. A replacement will be sought but Patrick has kindly agreed to continue in the role until one is found.

7. Policies:

- i. **Fire and H&S Risk Assessment and Checks.** Brian said there were no issues to report
- ii. **GDPR Policy.** A policy had been written and circulated prior to the meeting. This was discussed.

Decision	Action
To approve the GDPR Policy Proposed: Ray Seconded: Liz All in favour	

- iii. **Safeguarding Policy.** A policy had been written and circulated prior to the meeting. This was discussed.

Decision	Action
To approve the Safeguarding Policy Proposed: Sandy Seconded: Angie All in favour	

8. Improvement and Development:

- i. **Render and Windows Project.** Jonny told the meeting that Haydons and Steve Leach will speak to each other regarding the timing and completion of the works. The work is planned for completion during the school summer holidays. Jonny said that the plan is for the windows to be repaired but if this proves impossible they are to be replaced.

Decision	Action
To write to the school and the community regarding possible disruption during the works	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. It was decided that estimates for the work would be sought after the consultation period (24th May) and it is hoped that these will be received before the end of June to enable a grant application to be made to Garfield Weston.
- iii. **Legal Costs.** At the present time it is not known how much these will be.

Decision	Action
Legal fees of up to £2,000 to be paid by the Parish Hall fund raising committee. Proposed: Ray Seconded: Patrick	

On behalf of the Committee, Liz thanked everyone who had been involved in dealing with and sorting out the car park/legal costs issue.

9. Repairs and Maintenance:

- i. **Repairs and Maintenance Report.** There was nothing to report. It was requested that a new battery for the clock was bought. Amanda will sort this out.

10. Marketing, Promotions and Communications:

- i. There was nothing to report.

11. Activities and Events:

- i. **Review of the Bluebell Walk.** This was felt to have been very successful. 71 people took part and it raised lots of money for Hall funds. A daffodil walk and a fun horse ride were suggested for next year; These were felt to be good ideas.
- ii. **Re-Schedule Winnie's Quiz** This was planned for Friday 22nd June. but has now been rescheduled to a date in September (to be arranged)
- iii. **Revised 2018 Activities and Events Programme.** Rescheduling Winnie's Quiz to September will mean the Teddy Bear event will be moved to October. This was felt to be sensible.
A pub night for 29th June was suggested and was supported by those present. Brian and Steve will discuss after the meeting to confirm the date is ok.
Liz suggested holding another "Call My Bluff" evening next year. This was felt to be a good idea. Liz will find out some possible dates and report back to the next meeting.
Steve mentioned that the Christmas events will be discussed at the next meeting.

12. Any Other Business

Shirley mentioned that the W.I. wall hanging couldn't be kept by W.I. headquarters any longer because it wasn't "officially!" anything to do with the W.I., just something that a former member had made and donated, and should therefore have never been accepted for storage. Campie agreed to collect it from Exeter and to store it for the time being as there is currently nowhere to hang it in the Hall.

13. Date of Next Meeting:

7.30pm on Thursday 12th July 2018

The meeting closed at 9.15pm.