

**EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE**  
**Draft Minutes of Meeting Held on Thursday 12<sup>th</sup> July 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), Brian Edwards, Mia Bond, Philip Risdon, Shirley Moore, Jonathan Harford.

**Apologies:** Rachel Jenkins, Angie Lunn, Ray Bassingthwaighte, Liz Guppy, Sandy Haughton

**2. Minutes:**

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

<b>Decision</b>	<b>Action</b>
Disturbance during outside rendering	Steve to write to school and neighbours
The minutes of the meeting held on Thursday 10 <sup>th</sup> May 2018 were approved and signed. <b>Proposed:</b> Lorna <b>Seconded:</b> Jonathan <b>All in favour</b>	

**3. Matters Arising:**

- i. **Transfer of Land (Car Park)** – Steve advised that as the land has been established as being owned by the church, this was with the Diocesan Board and we will await their response.
- ii. **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 it was confirmed that planning and listed building consent is approved for the foyer, toilets and storage and the Garfield Weston Anniversary Fund grant application went off on time.
- iii. **Trustees Annual Report.** Steve had circulated this prior to the meeting. Discussed briefly.

<b>Decision</b>	<b>Action</b>
Add Knights of Witheridge.	Steve
Send to Charities Commission	Patrick
<b>Proposed:</b> Patrick <b>Seconded:</b> Shirley <b>All in favour</b>	

#### 4. Finance:

- i. **Treasurer's Report (for information).** The accounts were presented and scrutinised by the Committee. Patrick advised there are sufficient funds available to complete all the kitchen conservation work, the complete render and replacement/repair of the two front windows.

Looking at this year's potential income and expenditure it is possible we will have a shortfall due to the reduction in hall hire requirements by the school (for one term), ukulele group and Pilates group. The hall will also be closed for six weeks late July/early August for external work. In addition, no income from the jazz events and reduced income from the Crocus and Cream Teas, where one of the days was cancelled due to snow.

However, we have sufficient funds to cover any shortfall and Patrick advised that with the new events proposed i.e the Teddy Bear auction and Winne's Memorial Sport Night Quiz, we have a chance to recover any lost ground.

The proposed Fun Ride on Sir Hugh's estate to be looked into as Campie advised the insurance cost of £300.00 would prove prohibitive if we did not secure sufficient entries.

- ii. **Grants Update (for information).** Steve reported that the Garfield Weston grant application had been submitted and acknowledgement received. Over 2000 applications have been made and we will hear the outcome in October. Should we not be successful we will look at other grant sources then e.g Awards for All, Batsworthy Wind Farm Community Fund, and National Lottery.

#### 5. Business Plan:

- i. **Strategic Plan 2018-2021 (update).** The strategic plan 2015-18 had been circulated prior to the meeting and the additions had been highlighted.

Decision	Action
<b>Proposed:</b> Miya <b>Seconded:</b> Philip <b>All in favour</b>	

- ii. **Heritage Lottery Report.** Steve had circulated this prior to the meeting. Submission to be made by March 2019.

Decision	Action
Write to thank Martin Bond for his technical ICT support.	Maxine
Mark Edmonds has offered to add our activities to community Facebook page which currently covers Witheridge, Lapford and Morchard Bishop.	Maxine to provide Mark with this information

- iii. **Celebrating 100 Years as a Parish Hall Programme.** Steve asked that the Committee consider an event for Spring next year to celebrate the Hall's centenary.

**6. Membership Roles and Responsibilities:**

- i. No issues to report.

**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.** Jonny told the meeting that the work will commence on 23<sup>rd</sup> July. Ian Southwood will take the old render away.

Decision	Action
Tell Ian when the trailer is needed	Steve to inform Steven Leach
Write to thank Ian	Maxine (contact details required)
Check access to the hall	Steve to contact Steve Leach
Trough in Campie's yard to be repaired by Steven when he is on site.	Steve
Wiring diagram from Dart Electrics needed to sort retention payment for Richard Slee.	Campie to action with Richard Boyles, Dart Electrics.

- ii. **Front Foyer, Toilet and Storage Project Development.** All in place. Thanks extended to Jonny for his time and effort on this.

- iii. **Table and Chairs.** It was agreed that no more large trestle tables were required but that it would be useful to mend the six card tables for which Campie has the felt. We could use more upholstered chairs to replace some of the plastic ones.

Decision	Action
Ron to repair card tables	Shirley/Ron
Ron to investigate stackable, upholstered chairs	Shirley/Ron

**9. Repairs and Maintenance:**

- i. **Repairs and Maintenance Report.** The dishwasher switch is broken and Bartlett's in Exeter will contact Amanda to arrange attendance to mend this when they are next in the area.
- ii. The company who supplied the flooring suggested it be cleaned, skimmed and resealed every 18 months. It is two years since it was installed. The heat and humidity are causing movement which should be investigated.

<b>Decision</b>	<b>Action</b>
Contact Moran Flooring for quote to clean, skim reseal	Campie (Steve to provide contact details for Moran Flooring)
Clarify floor movement issues with Moran Flooring	Steve (When Moran flooring are on site)
Ask Steve to look at internal plaster line that has blown when he does the render outside.	Steve

**10. Marketing, Promotions and Communications:**

- i. There was nothing to report.

**11. Activities and Events:** Events to go onto Worly Web and Facebook ASAP.

- i. **Winnie's Quiz.** Scheduled for 21<sup>st</sup> September. Brian to assist with the scoring.
- ii. **Teddy Bear Auction.** Scheduled for November 2<sup>nd</sup>. Liz to report progress at next meeting. Campie advised that she will not be able to provide car parking on this date.
- iii. **Community Quiz.** Michael Wall is confirmed for 23<sup>rd</sup> November.
- iv. **Christmas.**

<b>Decision</b>	<b>Action</b>
Ask Steve Leach to create a secure fixing point in the carpark for the Christmas Tree	Steve
Ask Ron the Postman to turn on the lights.	Steve
Select date for Christmas events including Christmas Lunch provided by Chulmleigh Academy Trust	Steve
Order Christmas Tree	Campie

**12. Any Other Business**

Pub Night due to be held this forthcoming Saturday, 14<sup>th</sup> July.

**13. Date of Next Meeting:**

7.30pm on Thursday 13<sup>th</sup> September 2018

**The meeting closed at 8.45 pm**