

**EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE**  
**Minutes of Meeting Held on Thursday 8<sup>th</sup> November 2018**  
**7.30pm at East Worlington Parish Hall**

**1. Present and Apologies:**

**Present:** Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Patrick Dwen (Treasurer), Maxine Difford (Secretary), Lorna Manton (Booking Secretary), Brian Edwards, Shirley Moore, Jonathan Harford, Angie Lunn, Liz Guppy, Sandy Haughton, Philip Risdon, Ray Bassingthwaighte  
**Apologies** Mia Bond, Amanda Mastroddi, Lou Mastroddi

Decision	Action
Thank you note to Rachel Jenkins for her excellent work as Secretary. She has resigned from the Committee	Maxine

**2. Minutes:**

Steve briefly went through the minutes of the last meeting; all the points for action had been moved along. The snagging list is being actioned. The blinds are being put up next week.

Decision	Action
Mending of the wall hangings by Craft Group booked for February in the hall.	Campie to provide lunch.
The minutes of the meeting held on Thursday 13 <sup>th</sup> September 2018 were approved and signed. <b>All in favour</b>	

**3. Matters Arising:**

- i. **Projects** – Ongoing as supporting information provided.
- ii. **Dishwasher Fault Update.** Dishwashers Direct sent their top engineer from Liverpool to repair the dishwasher on 8<sup>th</sup> November. The pressure sensors were faulty so a new one with solenoid has been fitted.

Decision	Action
More detailed operating notice to be displayed.	Amanda
Letter to be sent requesting £372.60 back paid for the original repair, together with a 5 year warranty and a no prejudice guarantee as the dishwasher is no longer as sold. <b>Proposed:</b> Patrick <b>Secoded:</b> Campie	Patrick to send draft to Steve for approval.

- iii. **Devon Communities Together** – Maxine advised she had contacted Devon Communities together regarding possible future publicity following receipt of advertising regarding the Widecombe fair. They replied that their first objective is to raise a fund of £1m to provide a loan and small grants facility for community buildings development. Secondly to raise funds to support charitable activities. The third element is an annual event to engage the public in raising funds for a community project and Widecombe was their first venture. They will now review the effectiveness of this event to decide what they might do next year. Maxine suggested we may want to apply for their assistance advertising a big event in future but that we were already well placed to do our own organising.
- iv. **Digital Display Screen purchase** – This was on display. Paid for by the Heritage Project but is the property of the Parish Hall. It can be wall mounted and could be placed in the new foyer.

**4. Finance:**

- i. **Treasurer’s Report (for information)** – Kitchen project and the windows and render project are now complete and we have all associated invoices. These are in the process of being matched to the relevant grants and will be reported back to the grant donors.
- ii. **Income Vs Expenditure** – Slight increase on the monthly average to £446.00 (up from last month’s £432.00). However, the Teddy Bear auction will give a boost on next month’s figures and we still have our gift aid claim to come, plus other future events. Having now been given the Grant Weston Grant covering the full amount required (£90K) for the Foyer project our bank balance is looking incredibly healthy at present. Well done to all involved in getting the grant.
- iii. **Payment for Cleaner** – Patrick advised that Mary had approached him regarding the minimum wage which is currently 18p more that she earns. Although we are not required to match this as we pay her on a self-employed casual basis, it was agreed that we would raise her hourly rate and increase it in line with the minimum wage each April. It was agreed that this should be reviewed annually.

<b>Decision</b>	<b>Action</b>
Raise cleaner’s wages to £8.00 per hour with immediate effect. <b>Proposed:</b> Campie <b>Seconded:</b> Liz <b>All in favour</b>	Patrick to advise Mary.

- iv. **Release Hall Project Retention Funds** – We have asked Richard Slee for an invoicing and will pay on receipt.

<b>Decision</b>	<b>Action</b>
We have asked Richard Slee for an invoicing and will pay on receipt	Steve & Patrick

- v. **Grants - Garfield Weston Anniversary Fund** - £85,000.00 has been placed in the CCLA fund to earn interest.
- vi. **Chairs** – Steve was offered a grant of £1.000 from Devon County Council so although the original plan was to wait until we had the new foyer space before going ahead with new chair purchase, decision was made to go ahead now. Campie had obtained a sample chair (see supporting documentation). We require further funds to purchase and Steve has applied for £300 from North Devon Council. Steve and Maxine are applying for funds from the Batsworthy Fund with a view to purchase 72 chairs and two trolleys. Decision to be made on which chairs at a later date.

Decision	Action
Obtain more funding as outline above <b>Proposed</b> : Campie <b>Seconded</b> : Patrick	Steve & Maxine
Obtain sample chair colours	Campie

**5. Business Plan:**

- i **Heritage Lottery Project (for information)** – Steve advised that all is ongoing nicely. More work is required regarding schools.

Decision	Action
Contact Colin Humphreys from South West Archaeology to do a talk as part of learning	Campie

**6. Membership Roles and Responsibilities:**

- i. Look out for new recruits.

**7. Policies:**

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

**8. Improvement and Development:**

- i. **Front Foyer, Toilet and Storage Project (update)** – Jonny took us through the plans from Richard Boxall. The new roof will match the kitchen and the Conservation Office agrees that as stonework has been exposed on the kitchen, we can do the same with the new extension. There will be no porch but the front door is recessed to provide some shelter. The original internal door frame will be retained as a feature. The store will give sufficient space for the chairs and trolleys and there is potential for shelving. The foyer will be big enough for displays. Decisions regarding location of coat racks, door furniture, etc to be made at a later date when licence is applied for.

Jonny suggested improving the external areas at the front of the hall if funds allow.

Timescale as per schedule and hall will have to be closed for the duration of the work. Campie has offered her yard for school collecting purposes.

Decision	Action
The proposed doors look too functional. Keep Jonny's proposed doors which are more in keeping with the age of the building and have glass doors internally. <b>Proposed: Campie</b> <b>Seconded: All</b>	Jonny to approach Richard Boxall to update plans.
Explore source suitable stones	Campie/Jonny

#### 9. Repairs and Maintenance:

Decision	Action
Another wall light not working	Brian to check connection. Lou to replace bulb if required.

#### 10. Marketing, Promotions and Communications

- i. Publicity regarding the Garfield West project was taken up by various local publications such as the Tiverton Gazette and Devon Life.

#### 11. Activities and Events:

- i. **Teddy Bear Auction** – Congratulations to Liz and Sandy who reported that £680 profit had been raised of which half goes to the school and half to the hall. Despite a disappointing turnout due to other functions the feel of the evening was good.
- ii. **Heritage Display (11.11.18)** Liz and Sandy providing a display for Remembrance Sunday.
- iii. **Community Quiz** - Will be held on 23<sup>rd</sup> November.
- iv. **Christmas Lunch** – Organised by Shirley and Ron. Will be held on Monday 10<sup>th</sup> December in the Parish Hall.
- v. **Christmas Tree**

Decision	Action
To be put up by 8 <sup>th</sup> December before first festive event held in the hall.	Campie to order. Nigel Sedgewick to collect Ron and Jonny to assist erection
- vi. **Christmas Pub Night** – to be held on 15<sup>th</sup> December 2018.
- vii. **Crocus and Cream Teas** – to be held 3<sup>rd</sup> and 10<sup>th</sup> March 2019.
- viii. **Century as a Parish Hall Celebration Event** - As the final event of the Heritage Project it was agreed we will hold a fancy-dress celebration on

16<sup>th</sup> March 2019. The theme will be any clothing from the last 100 years to span the time the hall has been a Parish Hall.

- ix. **Magician** – Booked for 15<sup>th</sup> February 2019. Campie advised that profits will be shared between the Parish Hall and the Church. There will be a show in the afternoon for the school and another for adults in the evening. Bring your own food refreshments. He is kindly only charging for travel costs to and from Hampshire.
- x. **Stucley Estate Daffodil/Bluebell Walk** - Sir Hugh as agreed to host a Daffodil walk. Campie advised she is investigating insurance for the horse ride on the estate.
- xi. **Jazz by the River** – to be held on 13<sup>th</sup> July 2019.

## **12. Any Other Business**

- i. Miya wished to discuss request from Ian Sheriff to return to the to talk about dementia friendly villages. C/f to next meeting.
- ii. Many thanks to Phillip for the fantastic storage box.

## **13. Date of Next Meeting:**

7.30pm on Thursday 10<sup>th</sup> January 2019.  
Note meetings 14<sup>th</sup> March and 9<sup>th</sup> May 2019.

**The meeting closed at 9.10 pm**