

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Draft Minutes of Meeting Held on Thursday 13th September 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), Brian Edwards, Mia Bond, Shirley Moore, Jonathan Harford, Angie Lunn, Liz Guppy, Sandy Haughton, Amanda Mastroddi, Lou Mastroddi

Apologies:, Lorna Manton (Booking Secretary), Ray Bassingthwaighte, Philip Risdon.

2. Minutes:

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

Decision	Action
Ron the postman may not be able to do the Christmas Lights switch on as he is unwell.	Maxine to send a getwell card from the committee via her postman
The minutes of the meeting held on Thursday 12 th July 2018 were approved and signed. All in favour	

3. Matters Arising:

- i. **Projects** – Steve confirmed the render and front windows have been completed.
- ii. **Transfer of Land (Car Park)** – Steve advised that this was followed up with the Diocese Office who advise it is with their legal department.
- iii. **Chairs** – Shirley advised that Ron had investigated costs of stackable winged and horn padded chairs which are £15.98-£25.20. Decision to be made as to how many are required once we know how much storage space we have.

Decision	Action
Steve has seven chairs from the hall which are no longer required. Agreed to offer them to the church to save them having to borrow from the hall each time	Advise Ray

iv. Card Tables

Decision	Action
Ron did a brilliant job upgrading the card tables.	Maxine to send thank you note.

- v. **Reseal Hall Floor** – An estimate for £580.00 plus VAT included in the supporting information. Agreed that this is not required at present.

4. Finance:

- i. **Treasurer’s Report (for information)** – Patrick advised we are now waiting for all final bills to come in against the Kitchen Project and the wall render and windows (external painting still to be completed) which will enable the close out of some of the grants.

Hopefully, over the next 3 to 4 months we should be able to close all grants in preparation for the next and final major project, the Foyer and associated works.

- ii. **Income v Expenditure** – Patrick advised that based on a requirement to make £7,200.00 per annum for all hall costs and future maintenance and replacement of kit equates to an average monthly expenditure of £600.00. This year we are running at an average monthly income of £432.00. The shortfall is not critical at this stage as we have some reserves but for future years we must be able to balance the income against the expenditure. Committee confident that now the hall is available following the building works we will be able to increase our income with more fundraising functions.

Patrick congratulated the committee members and the whole community, past and present, for the phenomenal work that has gone into raising funds. Since 2014 the committee has raised a total of £206,332.00 from 23 separate funding organisations covering 45 grants. Over the same period the committee has managed to raise £33K through events, brunches, donations etc. An average of £8,250.00 per annum.

Decision	Action
Raise invoice to church for hall hire on fete day	Patrick

- iii. **Invoice for dishwasher Repair. Confirm Expenditure** – The guarantee on the dishwasher purchased for the new kitchen only covered parts and the cost of labour associated with repair has to be covered from the Parish Hall budget. The committee confirmed agreement with expenses associated with the necessary repair. It was agreed that future purchases should have a warranty included.

Decision	Action
Pay invoice for £372.60 for repair of the pressure switch on the dishwasher.	Patrick
Produce laminated notice for the dishwasher ‘Close door firmly and leave open when not in use.’	Amanda

- iv. Release Hall Project Retention Funds** – Steve confirmed that Richard Boxall, who acted a designer and project manager on the conservation and improvement to the main hall (2015/2016), has reported that now we have the outstanding wiring diagrams for the hall from DART Electrics he considered the project is now completed. This requires the payment of the retention funds to Richard Slee who was the main contractor.

Decision	Action
Steve to send Patrick a copy of the drawing. Make payment to Richard Slee who was the main contractor	Steve Patrick

- v. Purchase Approval for Heritage Project – Agreeing Ownership**
Steve advised we need to supply a display for the Heritage Project. This can be funded by the Lottery funds but used for all hall use.

Decision	Action
Purchase wall mountable Living Images 21-Inch Memory View Digital Photo Frame) £215.99 - https://www.digitalframesdirect.com/living-images-21-inch-memory-view-digital-photo-frame/ Committee agreed ownership	Steve
Shirley asked if we can cover WI wall hangings.	Campie to speak to Rosemary to see if the craft group can assist with repairs.

5. Business Plan:

- i. **Heritage Lottery Project Verbal Report (for information)** – Steve advised that research and development is ongoing. Martin is continuing with the website development and he and the History Group are collating photographs for the database; together with ancient historical documents. These documents will eventually require safe hard copy storage.
- ii. **Storage** – Angie asked if the school crash mat can be stored under the stage for use the school gym sessions on Tuesdays.

Decision	Action
Bring crashmat to the hall to see if it fits along with the Pilates mats (which have recently been moved to the storage cupboard on a trolley).	Campie & Angie

6. Membership Roles and Responsibilities:

- i. **Forward Planning** – Steve advised this is an issue the Committee needs to be aware of as Patrick wishes to stand down as Treasurer once the Heritage Project is completed. Steve added that he would not have time

due to other commitments to pursue further grant funding should we not be successful with the Garfield Weston application.

7. Policies:

- i. **Fire and H&S Risk Assessment and Checks** - Brian said there were no issues to report
- ii. **H&S Monitor condition of chairs and tables** – Patrick advised that as a condition of our insurance the chairs and tables need to be checked every six months to avoid any liability. Committee agreed that they are checked every time they are used.

8. Improvement and Development:

- i. **Kitchen Project** – Steve advised this can now be signed off as we have received the Chartered Building Surveyor Report from Richard Boxall. Confirmed that Haydon have fixed all the doors.

Decision	Action
Surveyor Report	Maxine to send thank you (contact details required).
Snagging List	Steve to circulate to SIM Group. Campie to chase.

- ii. **Render and Windows** – The Committee extended their thanks to Jonny on his work that contributed to this successful project. He advised that the lime on the uncovered stonework on the outside wall will eventually wash away.

Decision	Action
Produce a report for the Conservation Officer which includes leaving the stonework uncovered and the restoration of the windows.	Jonny

- iii. **Front Foyer, Toilet and Storage Project Update** – Patrick and Jonny advised that the meeting with the Garfield Weston representative, together was very positive and we could not have done anymore. However, Garfield Weston had received about 2000 applications, so we cannot consider the meeting confirms we have been successful. We wait for the Garfield Weston's Trustees decision in October.

9. Repairs and Maintenance:

- i. **Dishwasher Fault** – Repaired.
- ii. **Repairs and Maintenance Report (verbal update)** –

Decision	Action
Painter to touch up patches inside and render and timber outside.	Campie/Steve to confirm

Blinds and Brackets	Haydon to return
Three wall lights not working	Lou & Amanda to investigate.
Request list of replaceable electrical items so we can do ourselves.	Campie to ask Richard B.
Start a record of what we have replaced.	Lou

10. Marketing, Promotions and Communications:

- i. **Newsletter** – available detailing the Kitchen and Conservation works.
- ii. **Welcome Pack** – Steve circulated the Welcome Pack about Worlington prepared for new residents.

11. Activities and Events:

- i. **Winnie's Quiz** - Steve advised this is all hand for 21st September.
- ii. **Teddy Bear Auction** – Liz and Sandy have been liaising with the school and have a lot of bears, together with other soft toys for which we need to find another activity. Posters are being distributed. Liz advised that Christopher Hampton will attend the auction as the auctioneer.
- iii. Liz reported that Christopher Hampton is available for a Call My Bluff evening in early 2019.
- iv. **Community Quiz** - will be held on 23rd November 2018.
- v. **Christmas Activities** – discussion as to whether the Community Lunch should be in a pub or in the hall. General consensus was a pub was preferred and a date needs to be set quickly. Therefore, the Parish Hall Committee will not organise a community lunch this year.

Decision	Action
Purchase a Christmas Tree for Outside P.H.	Campie
Christmas Party Date	Steve and Brian to set date. Liaise with Campie re. parking
Community Christmas Lunch not a Parish Hall Committee event. Organised as a Community event.	Shirley to investigate The Stag at Rackenford

- vi. **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 16th March 2019. The theme will be any clothing from the last 100 years to span the time the hall has been a Parish Hall.

- vii. **Crocus and Cream Teas** – to be held 3rd and 10th March 2019.

- viii. **Jazz by the River** - to be held on 13th July 2019. Campie advised the band has been booked.

12. Any Other Business

- i. Campie advised we are still waiting for confirmation of insurance costs for Fun Ride on Sir Hugh's estate proposed for May 2019.

Decision	Action
Contact Devon Communities Together to see if they advertise members' events for free	Maxine

13. Date of Next Meeting:

7.30pm on Thursday 8th November, 2018

The meeting closed at 8.30 pm