

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 12th March 2020
7.30pm at East Worlington Parish Hall

1. Present and Apologies and Welcome:

Present: Steve Baber (Chair), Nigel Sedgwick (Treasurer), Maxine Difford (Secretary), Brian Edwards, Jonathan Harford, Liz Guppy, Sandy Haughton, Lorna Manton (Booking Secretary), Angie Lunn, Philip Risdon, Ray Bassingthwaighte, In Attendance: Amanda Mastroddi, Mark Shipley

Apologies: Campie Hurst Bannister (Vice Chair), Jude Edmonds, Lou Mastroddi, Maggie Good, Simon Good, Mia Bond

2. Minutes:

All the points for action from the last meeting have been actioned.

Decision	Action
The minutes of the meeting held on Thursday 16 th January 2020 were approved and signed. All in favour	

3. Matters Arising:

- i. **Hallmark** – Maxine advised that our press release regarding attainment of level 3 Hallmark was published in Devon Live, Tiverton Gazette and the Crediton Courier. Lorna confirmed that the publicity resulted in a christening booking. The certificate has been framed and is on display. Thanks to Campie for a great Committee celebration evening and to Maxine for pulling the Hallmark presentation together. Dee and Robin who assessed the application and provided support and guidance attended the evening and had written a letter of thanks for the evening to Campie.
- ii. **2ps Collection** – Liz reported that approximately £190.00 had been paid in to the bank to date and this equates to about 1/3 of the total collected.

Decision	Action
Continue to collect 2ps from the community	Paul will carry on paying-in in batches of £20.00

- iii. **Land Transfer** – Transfer of carpark area land from the Church to the East Worlington Parish Council (EWPC) is still in the hands of the Parish Council. Philip Risdon reported that a solicitor had been appointed. Parish Hall Committee reiterated its commitment to cover the Diocesan Board's costs as per their estimate, as noted at the last meeting.
- iv. **Defibrillator** – **EWPH** has fulfilled its commitment to provide an electricity source for the defibrillator and the Parish Council have agreed to lease one from the South West Ambulance Service on a lease for four years, including maintenance. The defibrillator is for use on adults and children.

- v. **West Wall** – The issue of the condition of the internal west-facing wall had been discussed at the previous meeting. Campie had followed up with Steve Leach but as she was not at the meeting Steve agreed to follow up and clarify progress.

Decision	Action
Properly repair the failing plaster by taking it off and reapplying.	Steve to contact Campie and clarify actions / estimates from Steve Leach

4. Finance:

- i. **Treasurer's Report** – Nigel provided Account Balances at 10th March and draft annual accounts in supporting information, which do not include the land transfer fees. Income is down due to the closure of the hall during the foyer project but despite this we are in a good position and have sufficient funds to cover our planned two-year contingency.

5. Business Plan:

- i. **Coronavirus** – Guidance from Devon Communities Together was discussed. Hygiene recommendations had been implemented and posters put up. There was discussion about the Hall's Hire Agreement and the cancellation clause. Due the potential for cancellation due to Coronavirus it was agreed the policy should be revised to waiver the current required cancellation fee. It was agreed that the Committee would need to respond quickly as things change and the Chair could act on behalf of the Committee should speedy decisions be needed. The Committee also clarified that a decision regarding the Hallmark cheese and wine celebration would be made nearer the time (*subsequently cancelled*). There was discussion about possible numbers at the booking for a funeral wake Lorna notified the Committee that the hire agreement has been signed confirming it applied to the Hall's capacity of 80 people.

Decision	Action
We will waiver cancellation fees for Covid19 purposes. All in favour	Steve and Lorna have updated the hire policy to say the cancellations can be made under our 'discretionary power.'
If EWPH is instructed to close down responsibility is delegated to the Chair. All in favour	

Environmental Health – North Devon Council are currently monitoring our compliance with Environmental Health requirements. Lorna has reviewed our documentation and its compliance resulting in an update. The records are held in the kitchen, along with other policy documents in respect of the safe running of the hall. Disposable gloves had been provided for food handling use (still important to wash hands first) and Dettol has been provided.

Decision	Action
Mark to be asked to look at the document and fill in any gaps.	Lorna
Anyone helping in the kitchen to read and sign the Hygiene Guidance Document.	All helpers.
Update Yearly	Maxine to diary

- ii. **Business Plan and Strategy 2020 / 2025** – Supporting information provided for the Committee. The Committee discussed whether to establish a new 5-year plan based on a needs identification process or whether to take incidental opportunities for grants, and other income sources. The committee considered a new 5-year plan the preferred approach and this should start with a community survey to identify needs and aspirations. There are a lot of new people in the community whose views will help us provided a unified approach within the committee and community.

Decision	Action
Commit to a new five-year plan. All in favour	Survey } Audit what we need } Steve Vision } Ideas to Steve All

- iii. **Branding** – The Committee was asked to confirm an agreement about logos used in branding. Examples were provided and discussed. A new sketch outline of the PH was provided in the supporting information for use on letterheads, invoices, etc.

Decision	Action
Use the 3 sheaves produced during the Heritage project and used effectively on the website. Adopt the letterhead logo as presented All in favour	

- iv. **Terms of Reference for Sub-Committees** – As shown in the supporting information. These were confirmed by the Committee. Having a clear governance and management structure is important in maintaining good practice and useful for grant application purposes.

- v. **Frequency of Meetings** – It had been suggested that now that the committee's responsibilities were no longer project heavy, perhaps four meetings per year would be sufficient. Discussion ensued as to whether this would lead to very long meetings and that it would fall to individuals rather than collective decisions. Actions in between meetings might become more challenging to manage and be accountable to the full Committee.

Decision	Action
Continue with six meetings per year. Majority voted in favour	

- vi. **Cleaning** – Campie and Mia were not in attendance so this will be carried over. However, discussion took place as to whether more hours were needed following a specific event, or if 1.5 hours were needed each week.

Decision	Action
Give Nigel discretion to pay for more hours if necessary	Nigel

vii. Annual Report Preparation

At the next meeting in May we hold the AGM. Work now starts to produce the annual report.

Decision	Action
Annual Report for AGM	Steve
Audit Accounts	Nigel to arrange
Secretary Report	Maxine

viii. Heritage/History Group Report – Liz reported that the long job of scanning the documents and uploading to the website continued on a monthly basis. They hope to prepare a timeline of historical photos for display in the hall.

ix. Sporty Stars – We received an email from Sporty Stars asking if they could advertise their sport and activity business in the hall. Lorna to send them a Parish Hall publicity booklet and inform them that our Hall may not be suitable for some sporting activities as they may cause damage. To inform them we will display details on our noticeboard.

6. Membership Roles and Responsibilities:

i. **Booking Secretary** - Lorna is leaving the Committee in May and Maxine will take over the Booking Secretary duties. Huge thanks to Lorna for her valuable contribution.

7. Policies:

i. **Fire and Health and Safety Risk Assessment and Checks** – Brian confirmed the fire extinguishers have been checked. Maxine has filed the certificate.

ii. **Review Health and Safety Policy – Compliance and Annual Review** - Will report back at next meeting.

8. Improvement and Development:

i. **Websites Review** – Steve reported that a useful meeting had been held with Martin, Nigel, Simon and Maggie. Martin is working on the new website, as a development from our current BTCK site to a more flexible, user friendly and functional site which will have the ability to automate bookings. Maxine, Steve and Martin to discuss the booking system. Liz will find out what sort of thank you gift Martin would appreciate.

9. Repairs and Maintenance:

Plaster has fallen from the walls, as discussed previously

Decision	Action
Damp patch in kitchen to be remedied.	Steve to talk to Campie and clarify with Steve Leach

10. Marketing, Promotions and Communications

i. **Co-ordinated Approach** – The approach to promotions and communications was discussed and agreed a co-ordinated approach was best. This will be confirmed in our business plan.

11. Activities and Events:

- i. **Committee Events Programme 2020**
 - a. **Crocus and Cream Tea** – Ray passed on his thanks to EWPH on behalf of the Church for sharing the proceeds of the teas. We had 153 visitors over the two Sundays. The NGS made £756. The teas and raffle made £671.
 - b. **Hallmark Achievement and Celebration** (20th March) – All in hand but dependent on Covid19 affect.
 - c. **Bluebell Walk** (April?) – Campie had not heard from Sir Hugh.
 - d. **Heritage Quiz Night** – Date agreed for 22nd May.
 - e. **Coffee, Cake and Reminisce** – To extend reach to the community, a social afternoon for long standing members. Campie and Steve to steer.
 - f. **June Pub Night** (5th June) – Theme to be BBQ (and karaoke). Mark happy to do the catering.
 - g. **Jazz, Rock and Blues** (Friday 17th July) – Nigel will circulate the constituents of costs and income. Last year a fixed amount was promised to two charities which left the hall in receipt of less than expected because the costs had to come out of the hall's share. Decision needs to be made regarding a percentage of the profits to give to charity this year to ensure hall receives its fair share and thus removes pressure of the community to support the hall. These decisions need to be made before any publicity material is produced.
 - h. **September Pub Night** (11th September) – suggestions for a theme requested.
 - i. **Community Quiz Night** (17th October) – Mark Shipley has volunteered to do this.
 - j. **Christmas Pub Night** (18th December)

12. Any Other Business - None

13. Date of Next Meeting:

7.30pm on Thursday 14th May 2020 at East Worlington Parish Hall

The meeting closed at 9.10 pm