

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 16th January 2020
7.30pm at East Worlington Parish Hall

1. Present and Apologies and Welcome:

Present: Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Nigel Sedgwick (Treasurer), Maxine Difford (Secretary), Brian Edwards, Jonathan Harford, Liz Guppy, Sandy Haughton, Mia Bond, Lorna Manton (Booking Secretary), Angie Lunn, Philip Risdon, Ray Bassingthwaighte.

Apologies: None

In attendance: Jude Edmonds, Amanda Mastroddi, Lou Mastroddi, Maggie Good, Simon Good, Mark Shipley

Resignation: The resignation of Shirley was noted by the Committee and sincere thanks were expressed about her contribution while she had been a Committee Member.

2. Minutes:

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

Decision	Action
The minutes of the meeting held on Thursday 12 th September 2019 were approved and signed. All in favour	Maxine to upload to website

3. Matters Arising:

- i. **Hallmark** – Maxine was pleased to confirm that we had attained Hallmark Level 1 Charity Administration and Management, Level 2 Health, Safety, Security and Licensing and Level 3 Community and Social Awareness, and Forward Planning. 95% of the requirements were already in place at the time of assessment and this enabled Maxine to pull together all the required information and complete the tasks to enable achievement of the award. Particular thanks go to Maxine, Steve, Campie, Lou and Amanda for their time and input.

Hallmark lasts for three years before reinspection takes place. Most of the information required is on our website online. The remaining documentation such as fire safety checks, muster points, location of services into the building, etc can be found in a drawer in the kitchen.

Decision	Action
Invite a trustee from Devon Communities Together to present the Certificate.	Maxine.
Press Release	Steve/Maxine
Community Celebration	Steve

- ii. **2ps Collection** – Liz reported that she currently had in excess of £273.44 in 2ps collected from the community. Our ambition was to achieve ‘a mile of 2ps’ and we still have a way to go to reach that goal.

Decision	Action
Take 2ps to National Westminster Bank (NWB) to feed them into the counting machine.	Liz, with assistance from Maggie, will pay into Maggie’s NWB bank account for transfer of the value to EWPH Funds.

- iii. **Land Transfer** – Briefing document circulated prior to the meeting. As shown in the supporting information, the Diocese is ready to go ahead with the transfer of carpark area land from the Church to the East Worlington Parish Council (EWPC). The Committee had previously agreed in principle (based on final decision when the true costs were known) to cover the costs of the Diocesan Board to enable the transfer of land to be completed. An estimate has been received and the Committee agreed to provide funds based on the presented costs which is shown as approximately £2,100 including VAT. It was understood by the Committee that the legal cost for the Parish Council will be met by the Parish Council.

Decision	Action
Write to EWPC ahead of their next meeting to confirm EWPH agree to fund costs as provided in the Diocesan Board. Proposed: Nigel Seconded: Campie All in favour	Maxine to write to Phil Brown, copy Sue Squire Steve to attend next PCC meeting

- iv. **Defibrillator** – Campie and Brian met to confirm final arrangements. EWPH have provided the electricity and the EWPC will take responsibility for the defibrillator which will be provided by Community Heartbeat. Richard Boyles can connect for £20.00, considerably cheaper than asking the defibrillator provider to do so. Possible funding from Batsworthy Fund and community efforts if required.
- v. **New Chairs** – 10 chairs with arms to complement the chairs purchased in 2019 are on order. Deposit of 50% of £1,085.37 price has been paid. Campie advised that the old chairs had been sold to Lapford Village Hall for £100.00.

4. Finance:

- i. **Treasurer’s Report** – Nigel provided Account Balances at 16th January 2020 and a Long-term Budget projection. Current bank balances total £25,767.29 including reserved funds for allocated to thatching and maintenance budgets. Approximately £22,000 is available to cover all other costs. The committed outstanding balance for the new chairs and payment to the Diocese for the land transfer needs to be taken from this sum. Projected estimates suggest that we will have approximately £18,000 in our funds once these are paid.

The Committee had a well-informed and challenging discussion about financial security and sustainability of the Parish Hall. It was agreed that the Hall needed to maintain a bank balance that minimised short and medium-term financial risk. Both the Chair and Treasurer consider that the equivalent of two years running costs in our bank balances was a very sensible way to approach this matter. There was

understanding and general agreement of the Committee that this was something to be supported while recognising this appeared to be a healthy financial position. Based on projected costs this would equate to between £16K and £18K, not including necessary growth in the restricted funds for re-thatching and maintenance.

- ii. **Foyer Project and External Area Project Budget** -Nigel provided a financial summary of expenses associated with the project and advised this had come in at just over £96,000 in line with the projected project estimates and available budget. This was recognised by the Committee as a well-managed project.

5. Business Plan:

i. **Business Plan and Strategy 2020 / 2025 and Future Committee Arrangements –** Supporting information provided for the Committee. Nigel advised that should we not rely on grants in future, we will need to raise £8,500 per year to run the hall, whilst setting aside £2,000 per year for future costs e.g. rethatching, rendering. We currently raise about £6,000 per year with hall hire accounting for £2,000 and the monthly draw £600.00. The remainder of funds are on an ad hoc basis so should we be looking for a more predictable income stream. It was considered that the Parish Hall has the main functions of 'Community Hub' and 'Heritage Learning Centre' but neither of these purposed raised sufficient funds to guarantee sustainability into the future. The Committee agreed that securing reliable fund raising was desirable. It was also agreed that additional fund-raising activities should be to support the sustainability of the Hall for its core purposes and not just as running a business for income generation. A number of ideas were aired in the meeting and it was noted that excessive bookings for weddings and parties would not be popular with the local community.

Car Parking – The issue of Car Parking was discussed thoroughly, and a consideration of the impact inadequate car parking had on the viability of the Hall and its sustainability. It was agreed that a relationship existed between the use of the Hall and adequate car parking facilities. Lorna as Booking Secretary sited examples of potential 'customers' rejecting hire of the Hall when inadequate car parking became known. It was noted that car parking had been a long-standing issue.

Sustainability and the Committee – Prior to the meeting Steve had circulated a paper highlighting the importance of the Committee as Trustees with accountability for the management of the Hall and as a Management Committee the leading, managing and implementing the activities necessary to run the Hall and provide a community facility and service. While decisions were made by and in the full Committee meetings the 'work' goes on, on a regular basis, between the meeting. The Committee's Sub-committee structure had helped secure these important and necessary responsibilities. Sub-committees support our Heritage function (Heritage Sub-committee), Community programme (Community Programme Sub-committee) and our Maintenance and Improvement function (CIM Sub-committee). Steve proposed that a Business Sub-committee would be useful to look at issues associated with financial sustainability. The Committee agreed and Nigel and Steve agreed to meet to scope the work and report back at the next Committee meeting.

Fund-raising beyond the Parish Hall remit - It was discussed that after such a long time of expending our efforts into raising money for the refurbishment of the hall, that we should be mindful of other requirements within the community which perhaps should be considered when fund raising. Steve advised the Committee that we are responsible only for the Parish Hall and any fund-raising for other purposes falls outside the remit and constitution of the Parish Hall.

Committee Meetings – A question was raised if we need 6 Committee meeting per year or if it could be reduced. The Committee were asked to think about this and discuss at next meeting.

Decision	Action
Produce a proposal and plan to outline strategies to secure predictable income.	Steve and Nigel
Steve proposed a fourth subgroup to look at business development. To be scoped with Terms of Reference	Steve and Nigel
Consider that grants will still be available in future.	Steve and Nigel
Recognise assistance from the Community. Thank you notes to the Chanters and Brian Percival	Maxine
Should Committee meetings be reduced to four per year?	Possible change to Constitution? Review and update at AGM.

ii. Future Arrangements for Heritage/History Group

The Committee consider the future role and arrangements for the Heritage Group. It was agreed that the most suitable approach was to continue the function of the group as a sub-committee of the full committee which provided the support such an arrangement provides. The purpose of the group is to continue to research and archive relevant information, documents and artefacts. The group can add membership providing the main function of the group is retained. Verbal updates on progress with the work can be provided at full committee meetings.

Decision	Action
Heritage Group entitled to use the hall for archive activities at no charge as the hall is part of the Heritage Learning Centre. Terms of Reference to be produced for the Committee. Approved.	Steve

iii. Meeting Community Needs – It was agreed that we should try to do more to engage the whole community. A suggestion of resurrecting the community lunch with a focus on address needs of specific community members was considered. To be considered in the future if a volunteer agrees to organise the lunches.

- iv. **Emergency Plan Hub** – The Parish Hall can have the function of an Emergency Centre should a parish emergency arise. Simon, as a Parish Councillor, is currently considering taking developing an Emergency Plan for EWPC. To fulfil the function the Hall would need a secondary electrical supply (generator) and preferably internet connectivity. Lack of internet provision was discussed but had previously been dismissed as too expensive to run by the hall. To be considered as part of Emergency plan development.

Decision	Action
Look into provision of a generator.	Simon to see if Campie's generator is operational.
Internet provision as part of the Emergency Plan.	Consider possible funding.

- v. **Heritage Centre Wall Display** – Liz advised that the Heritage Group will put together a montage of photos and documents over the last 100 years for display in the Hall. Jonny suggested, and it was agreed, that the walls in the toilets would benefit from some of these photos too.

6. Membership Roles and Responsibilities:

- i. **Chairman role** – Steve does not plan to continue in his role long term.

Decision	Action
Committee looking for a volunteer within their ranks or externally to eventually take over the Chair.	Advise Maxine if a suitable candidate comes to light.

- ii. **Community Hub: Services Provided – (Welcome Pack / Website / Email distribution / Publicity)** We have welcomed seven new residents to the community in the last six months. The Welcome Pack is being updated.

Decision	Action
Steve looking for a volunteer to take over the updating and distribution of the Welcome Pack.	Advise Maxine if a suitable candidate comes to light.

7. Policies:

- i. **Electrical and Fire Safety Training by DART Electrics** – Richard Boyles trained Steve, Campie, Lou and Amanda. Brian continues to check the fire alarms, lights, etc.

Decision	Action
Investigate if we need a generator switch over.	Campie to ask Richard for costing.

- ii. **Fire Safety Policy Review and Update**
Brian confirmed there was nothing to report.

8. Improvement and Development:

- i. **Car Parking** – This was discussed as a previous agenda item. This issue to be considered as part of the business development agenda in future meetings. Lorna shared an idea she had about a possible solution and this will be included in the business development work.
- ii. **Websites Review** – Steve reported that he was working with Miya and Martin to simplify the community websites and move EWPH away from BT which has served its purpose well but has limitations. It will be updated on the ewph.uk website. The Community, the Parish Hall and Our Heritage will each have its own web location. The question of visibility on Google Maps was raised and the current image used by Google was out of date.

Decision	Action
Change pictures on Google Maps if possible.	Steve/Maxine/Mark

9. Repairs and Maintenance:

- i. Jude advised that some of the tables are badly scratched.
- ii. Plaster has fallen from the wall adjacent to the main door
- iii. Parish Hall clock is not working properly

Decision	Action
Purchase padded protective covers for the tables.	Campie and Liz
Replace plaster falling off the wall as a result of the porch building works.	Campie to ask Steve Leach for a condition report and a quote
New bit for back of the clock required as it is still not working despite two new batteries.	Lou

10. Marketing, Promotions and Communications

i. Posters for Events

Brian Percival had produced some draft posters that are to be used on the PH noticeboards. These are large waterproof posters with the aim of producing them for regular events such as Brunch and Pub Night. They will be located in central part of noticeboard. The posters will be of a material and style that enables changing information, like dates to be updated. These were shown to the Committee who approved their purpose and design.

Decision	Action
The Committee approved the production of the posters given the estimates were approved by Steve and Nigel All agreed.	Maxine to ask Brian Percival to contact Ken White for Production Schedule and Costings.

ii. **Parish Hall Publicity** – Brian Percival had been commissioned to refresh the publicity brochure used by the Hall. Brian had produced draft hardcopies, and these were circulated around the Committee. There was a discussion about style, content and proposed target audience. Committee members provided comments and feedback. Steve will meet with Brian and discuss the development of the brochure. Target audience to include new residents, parents of pupils at East Worlington Primary School, attendees at public events, etc.

iii. **Articles for Annual Parish Magazine**

East Worlington Parish Council produce an annual Parish Magazine and the Parish Hall provide articles to contribute to the content of the document. Committee members have agreed to contribute to specific articles.

Decision	Action
Articles required to give to Brian ASAP.	Campie to send list of subjects and authors

11. Activities and Events:

- i. **Christmas Pub Night** – Well attended and a great fun evening. Steve asked Jude to pass on our thanks to the Ukulele group for their entertainment.
- ii. **Committee Events Programme 2020** - Continue with the regular events. Monthly brunch, Pub nights, Quiz nights, talks, Christmas lunch.

Decision	Action
Quiz Nights	Mark to discuss compiling quizzes with Steve.

- iii. **Crocus and Cream Tea** – 1st and 8th March. Profits to be shared between the Church and the Hall.
- iv. **Rock, Jazz and Blues** – Friday 17th July.
- v. **Bluebell Walk** – discussed that we may like to do this again. Was £5.00 per head to include cakes and refreshments.

Decision	Action
Ask Sir Hugh if he would be prepared to host and lead another walk.	Campie

12. Any Other Business

- i. **Samsung Tablets** – Campie advised she has details of a mobile van that mends Samsung equipment for flat fee of £129.00. To be put on village website.
- ii. **Recent Security Incident** – PCC issue. Richard Boyle is investigating webcam connections for recording vehicles in and around Worlington
- iii. **Cleaning** – to be included on next agenda.

13. Date of Next Meeting:

7.30pm on Thursday 12th March 2020 at East Worlington Parish Hall

The meeting closed at 9.35 pm