

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 9th September 2021
7.30pm at EW Parish Hall

1. Present, Apologies and Welcome:

Present: Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Maxine Difford (Secretary), Jonathan Harford, Brian Edwards, Maggie Good, Mark Shipley, Nigel Pankhurst, Angie Lunn, Ray Bassingthwaighte, Sandy Haughton.

Apologies: Nigel Sedgwick (Treasurer), Liz Guppy, Amanda Mastroddi, Lou Mastroddi.

2. Minutes:

All the points for action from the last meeting have been actioned. Steve advised he had not heard back from Building Control regarding the sign off of the foyer so assumed all was now in order.

Decision	Action
The minutes of the meeting held on Thursday 8 th July 2021 approved. All in favour	

3. Matters Arising:

- a) **Charity Commission Compliance** – Maxine advised that the return for 2020-2021 had been updated.
- b) **Annual Report** – Steve advised that this had been completed and has been added to the website.
- c) **Land Ownership** – Chair of the PCC, Becky Smythe, has advised that progress is being made.
- d) **W-Fi / Broadband Project** - The catalogue of errors continues. SB reported that to the best of his knowledge Openreach sent the wrong estimate to BT which meant BT had to cancel the order and open another one. This was duly signed and then BT cancelled it again. We are therefore no further forward. We had been promised the cable by Openreach for our builder to install but this has not been forthcoming either. Amanda's daughter-in-law, who works for OpenReach, is going to investigate again for us.

4. Finance:

- a) **Finance report** – report provided by Nigel retrospectively is attached.
- b) **Invoicing** – all bookings received up to 15th July have been invoiced.

5. Bench:

One of the benches outside the hall was damaged beyond repair by a car. A new one has been paid for by the driver and installed, together with the memorial plaque.

6. Monthly Draw:

Decision	Action
Monthly draw to continue and publicity flyer to be produced for the brunch	Steve

All in favour	
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7. 2p Challenge:

Liz is happy to continue. This was recently publicised through the Worly Web.

8. Brunch:

Supporting information regarding risk assessment, committee report and publicity was approved. The Committee have done everything possible to make this event Covid-safe.

9. Insurance:

Steve advised we have notified our insurers that the hall has reopened. He has also asked if the equipment we hire out is covered but has not received a reply to date.

10. Income Generation Strategy:

- a) **Batsworthy Wind Farm Community Fund** – has reopened with an emphasis on benefits to communities. Committee to think if there are any community projects we could apply for.
- b) **Publicity** – Now the hall is reopen for business we need to refresh our publicity strategies and continue to promote the hall as a venue of choice.

11. Skittle Alley:

Ron and Leon made the excellent skittle alley which was such a success at the Fete. EWPH has purchased this to hire out in future. It is being kept at Janet Trokes' barn and Amanda and Lou are happy to transport it in their trailer. We should make our money back after five hirings.

Decision	Action
Have hire details added to website. Community hire charge £50 including delivery	Maxine
Thank you notes to Leon and Ron	

12. Parish and Community Use:

Steve advised that we had written to the Parish Council to help clarify their payment of hire charges for Parish Council meetings. We will continue to invoice the Parish Council. Maxine advised that quite a few community groups such as the church and the school had been invoiced and paid recently. Our running costs are in excess of £5k per year as we no longer receive a grant (approximately £400 per annum) we will continue to communicate with the Parish Council to request financial support from the parish precept moneys.

Decision	Action
Publicise hall hire on Worly web	Steve
Ukulele and Photography groups hope to return soon.	Sandy to book Ukulele online and chase up Photography contact for information to put in magazine.

13. Future Events – all in hand:

- a) **Brunch 12th September** - Campie and Amanda have enough volunteers.

- b) **Brunch in November - Remembrance Day** - Steve wanted to ensure that the November brunch, which clashes with Remembrance Day, is not in competition with Church activities. Ray advised that only a service at the Memorial is being held this year. As in previous Novembers we plan to keep the brunch open until 1 pm and include soup on the menu. Usually, people like to attend the brunch after the service.
- c) **Quiz Night – 15th October** - Mark has this under control and requires a helper. Agreed that a capacity of 50 was prudent due to Covid. Teams of 6 @ £15.00 per table with half to be used as prize money. Steve and Mark to liaise regarding content and publicity. Maxine purchased a stock of 100 pens to be used at the brunch and quiz.
- d) **Christmas Pub Night 17th December** - Brian has in hand. Ron will do the food. Maxine to apply for drinks licence.
- e) **Christmas Lunch 8th December** - First come first served. Limit of numbers required.
- f) **Christmas Tree Lights Switch-On Friday 10th December** - Campie and Angie to liaise with the school.

14. 2022 Events – Priorities

- a) **Film Night** – Mark has had a browse on the web and will contact a company he has seen. Angie suggested we run one for the school children straight after school on a Friday, followed by another film in the evening. A bar and ice creams were suggested. Mark to investigate Romansleigh and Witheridge film providers.

15. Fire and Health and Safety Risk Assessment and Checks:

Thanks to Brian who is continuing with the monthly Health and Safety and Fire Alarm Checks.

Decision	Action
Campie advised that she has lost the telephone number to organise instruction as to how the defibrillator works (delayed due to Covid)	Maggie to ask Simon if he has it.

16. Maintenance:

- a) **Hall notice boards** – Lou / Mac has re-sanded and Osmo oiled the doors and noticeboards. The pillars remain to do.
- b) **Heating** – Is not working. Richard is coming to look at it.

17. Any Other Business:

Decision	Action
Campie advised that the drains outside the hall are completely blocked.	Maxine to email clerk when new one is confirmed, copy in Becky and Councillor Yabsley.

18. Date of Next Meeting:

7.30pm on Thursday 11th November 2021 in the Parish Hall.

The meeting closed at 8.35 pm

EWPH FINANCE REPORT SEPTEMBER 2021

The past few months have seen minimal financial activity. Despite the continuing lack of regular income due to the restriction of activities the position of the EWPH remains exceptionally solid with total available net funds of £39,109. There are no items of future expenditure of any materiality that need to be considered. The following short form balance sheet summarises the current position.

East Worlington Parish Hall Account Balances	
at Monday, 13 September 2021	
Accounts Payable	£ 563.27
Accounts Receivable	£ 985.69
Cash Account	£ 599.95
Current	£ 30,078.80
Maintenance Fund	£ 1,524.15
Thatching Fund (Restricted)	£ 3,000.00
Render Exterior repair (Restricted)	£ 1,000.00
Working Deposit Account	£ 1,357.33
	£ 39,109.19