

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 11th November 2021
7.30pm at EW Parish Hall

1. Present, Apologies and Welcome:

Present: Steve Baber (Chair), Maxine Difford (Secretary), Brian Edwards, Liz Guppy, Mark Shipley, Nigel Pankhurst, Sandy Haughton.

Apologies: Campie Hurst Bannister (Vice Chair), Nigel Sedgwick (Treasurer), Maggie Good, Jonathan Harford, Angie Lunn, Ray Bassingthwaighe, Amanda Mastroddi, Lou Mastroddi.

2. Minutes:

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

Decision	Action
The minutes of the meeting held on Thursday 9 th September 2021 approved. All in favour	

3. Matters Arising:

- a) **Roadside drainage** – Maxine confirmed she had written to the Parish Council who advised that as the drain is in the road it is the responsibility of the Devon CC Highways and should be reported on the Devon County Council website.
- b) **Land Ownership** – Ongoing. No update to report
- c) **W-Fi / Broadband Project** – It was noted that we have received yet another bill from BT for services that are not yet installed. With regard to the installation of the supply cable low progress is being made. Barnabas, owner of East Worlington House, has signed a Wayleave form as required by OpenReach. The installation of cable from East Worlington House, travel in conduit below East Worlington House driveway and on the outside of the Hall wall to enter the building adjacent to the storeroom will be installed by Steve Leach. The cable and conduit has been delivered to EWH from OpenReach.
- d) **Building Control Fire System Certificate** - Building Control cannot sign off the foyer work until we provide a Fire System Certificate. We await from DART Electrics who need to supply this certificate for us. Steve has been chasing this but currently to no avail. In addition we have an invoice from DART Electrics for work done to repair the fire alarm. The feeling of the Committee is that we withhold payment of it until we receive the certificate.

4. Finance:

- a) **Finance report** – Nigel sent a report advising that as per previous reports there is precious little to comment upon as so little activity is taking place. We now, once again, are seeing some cash coming into the system from the restarting of our regular activities, which is relieving some of our cash cost burden. The Treasurer commented that the main monthly costs are principally cleaning. Otherwise, we continue to remain in a very healthy position.

East Worlington Parish Hall Account Balances	
at Thursday 11th November 2021	
Accounts Payable	£ 265
Accounts Receivable	£ 890
Cash Account	£ 625
Current Account	£ 29,637
Maintenance Fund	£ 1,524
Thatching Fund (Restricted)	£ 3,000
Render Exterior Repair (Restricted)	£ 1,000
Working Deposit Account	£ 1,357
	£ 38,298

- b) **Cleaner** – Maxine asked which day the cleaner came in as the hall floor was not very clean for Pilates on Thursday morning. Brian asked if the cleaner was receiving the minimum wage.

Decision	Action
Raise cleaners wages in line with minimum wage if not already there. All in favour	Nigel

5. **Future Chair:**

Steve advised that he does not intend to continue as Chair from May 2022. We need to give some thought to who will take on the role.

6. **2021 Events (Updates):**

- a) **Brunch in November - Remembrance Day** - All in hand.
- b) **Quiz Night – 15th October** - Mark advised this was well attended and was enjoyed by attendees. Thanks to Mark for his hard work.
- c) **Christmas Pub Night 17th December** - Brian has this event in hand. Food will be available to purchase. Mark will produce a short music quiz. Maxine to apply for drinks licence. Steve to produce publicity ASAP.
- d) **Christmas Lunch 8th December** - Publicity has been sent out. First come first served. Limit of numbers to 45. The inside Christmas Tree should be put up before the lunch.
- e) **Christmas Tree Lights Switch-On Friday 10th December** - Campie has organised.

7. **2022 Events – Priorities**

- a) **Film Night** – Mark has identified a company called Moviola which works with community halls to screen films from blockbusters to independent releases. Mark informed the Committee that it costs £55.00 per film plus 1/3 of the takings. Steve and Mark to look at our equipment to ensure we can play the DVDs satisfactorily. This is not expected to make a big profit but responds to community requests to offer such events..

- b) **Rock by the River 15th July** - A task force is to be set up by Campie to produce this event. Brian Percival has produced a comprehensive manual for new organisers.
- c) **Open Gardens and Cream Tea date tba** - Discussion regarding where the proceeds from the sales of cream teas will go to. This is a Parish Hall event.
- d) **Pub Nights** - Brian is happy to run three a year. Dates to be confirmed at January meeting.
- e) **Interest Talk** - Traditionally held in September. Liz will contact Christopher Hampton to see if he is able to do an Antiques evening (Call My Bluff style).
- f) **Affeton Walk** - This may feature as part of the Jubilee celebrations next year and as such does not come under our remit.
- g) **Quiz Night 2022** - Mark is happy to run these. Spring, Autumn, Christmas Pub Night.. Dates to be confirmed in January. Suggested that they could be in memory of Winnie and Michael Wall.
- h) **Sunday Brunch** - To continue monthly. Need more volunteers so the same people don't have to help every month.

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

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

9. Maintenance:

- a) **Balloons** – Amanda and Lou will get the balloons left from the school Halloween party down from the eves.

10. School Bookings - Maxine advised that the school had only notified that they have used the hall twice in September and nothing in October or so far in November.

Decision	Action
Angie to speak to the school.	Perhaps keep a form in the school office to update and then fill in an online booking form once a month?

11. Any Other Business:

Maxine advised we have received a reminder to pay our Music Licence.

12. Date of Next Meeting:

7.30pm on Thursday 13th January 2022 in the Parish Hall.

The meeting closed at 8.21 pm