

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 13th May 2021
7.30pm via Zoom due to Covid 19 Restrictions

1. Present and Apologies:

Present: Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Maxine Difford (Secretary), Jonathan Harford, Liz Guppy, Philip Risdon, Ray Bassingthwaite, Maggie Good, Sandy Haughton, Amanda Mastroddi, Lou Mastroddi, Mark Shipley.

Apologies: Angie Lunn, Brian Edwards, Nigel Sedgwick (Treasurer)

2. Minutes:

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

Decision	Action
The minutes of the meeting held on Thursday 11 th March 2021 approved. All in favour	

3. Matters Arising:

a) Update from Parish Council - Provided by Philip Risdon

- i. **Land Ownership:** PC are going to ask the Diocese if they will agree to not object to the PC registering their ownership, as the documents the Church has indicates it may have already been sold to the Parish Council. This may be something the PC can join up with a similar matter with the Hurst-Bannisters, for the bit the PC use for parking, and share the costs. If so, they hope it will reduce the legal fees quoted, and resolve the whole thing quicker. They will update when they have been in touch with the Diocese to talk this through.

Philip advised that the monies paid by the Hall Committee to pay for the transfer legal fees were still with the solicitors and some may be refundable if the above solution goes ahead. Ray asked why the PC had requested the purchase in the first place if ownership had been unclear and he will try to unlock the issue up from the church end at the next PCC meeting.

- ii. **Hall's Drainage Agreement with East Worlington House.** As far as the Parish Council understands it, the Hall already has a longstanding right to drain in to the grounds at East Worlington House. However, in light of the need for the drainage to meet current regulations, and the expense gone to to ensure that, its only reasonable that a contribution is made to the maintenance and cleaning of the septic tank, as and when asked. The Parish Council have minuted that although it's not considered necessary to go to the expense of documenting the right to drain, it was acknowledged that if the Hurst-Bannisters' (or future owners of East Worlington House) asked for a contribution towards the costs of maintenance and cleaning/emptying, it should be up to 50% (as a fair contribution based on the two properties using it).

Therefore, when the new lease for the porch and land at the front is granted to the Hall Committee, it will include the express obligation that if the PC are asked to make that contribution, it will be for the Hall to pay it.

- iii. **Grant application.** The PC is not in a position to give a grant to support community groups at the moment. In the next financial year, the EWPH committee should send a grant application form to the Parish Clerk asking for assistance.

4. Finance:

- a) **Treasurer’s Report** – As reported in the AGM.

5. Wi-Fi Broadband Project Update:

Following protracted issues with BT and Openreach regarding installation, with many failed attendances from BT to install the line, we were finally told a site survey was required prior to installation. We were also charged for a line that had not been installed due to BT’s erroneous insistence that it had been. In the past two weeks, Amanda and Lou’s daughter in law, who works in the Complaints department, has progressed our case and ensured we won’t be pursued for payment for a line we don’t yet have.

Steve Rendells, Chief Planner for Open Reach advised this week that we can take a line from the pole outside Christine Chanters house, directly to the school end of the hall, as it allows plenty of height. The main issues are the trees in the line of the cable, skirting the school playground and overhanging the road. This is the beech which will require some trimming and the smaller trees. This will be done by Open Reach tree surgeons. It should be possible for all these works to be done within the standard contract, so hopefully no supplementary costs will be involved. Permissions needs to be obtained from the Chulmleigh Academy Trust to cut back the trees and Steve Baber has made the necessary introductions between Steve Rendells and the Academy Estate Manager.

Thank you to Nigel for dealing with the frustrations and to Amanda and Lou and Emma for getting things underway. It is hoped that broadband will be installed soon. Campie advised that this news was met with pleasure by the election officials who used the hall for local elections on 6th May as they will now easily be able to contact their offices in case of a query.

6. Planning for Hall reopening:

The hall was cleaned on Monday and Tuesday in readiness for the limited use allowed from 17th May.

Pilates may start on Wednesday mornings from May 19th and a new course is confirmed for 10th June – 22nd July, but it is not yet clear if one or two classes will run. The Thursday evening classes will not commence until September.

Campie confirmed that the new mugs have been washed and installed in the kitchen. Some of the older cups have been put on Facebook Marketplace but no-one has asked for them yet. If no one wants them over the next week, we will offer them free to Witheridge School who asked if we could donate them.

7. Policies:

- a. **Safeguarding – Review**

Steve advised that DCC had sent new guidance regarding Safeguarding policies and he had produced a draft which was circulated under supporting information. Although our current policy is compliant, this now includes a broader range of people.

Decision	Action
Adopt updated policy and Steve to be named contact. All agreed	

Put poster on Noticeboard with information to assist people in the community, e.g Samaritans, food banks, doctors, etc	Maxine
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8. Advertising in Witheridge Group Newsletter :

Maxine asked if we could put an article in the next Church group newsletter about hiring the hall, with information about how to do this online so that all the required information is captured and can go straight onto the calendar easily. If anyone asks a committee member about booking the hall, please tell them to go to <https://ewph.uk/parish-hall/book-the-hall/>

Decision	Action
All agreed Send text to Ray by tomorrow to include in next edition	Maxine

9. ACRE Doomsday Book:

Maxine advised that to celebrate the 100 years of contribution village halls make to rural communities, Action with Communities in Rural England (ACRE) has created a virtual Doomsday Book for village halls to record the work they are doing in 2021. The record will help make the case for sustained funding and support for village halls which will be especially important as the country recovers from the coronavirus pandemic.

Decision	Action
Add our hall details to the virtual 'Doomsday Book' All agreed	Steve

10. Future Events:

- a) **Fete** – Confirmed for **7th August**.
- b) **Brunch** – Cook Mark has moved out of the village and Campie and Amanda have arranged to take it in turns to cook in future. It was agreed they would commence on **5th September** by which time most people will be fully vaccinated and will have returned from their holidays.
- c) **Quiz Night** – Mark Shipley volunteered to take the lead on this and a date of **15th October** was agreed. Mark to liaise with Steve regarding content.
- d) **Harvest Supper** – Provisional date for **2nd October**. Ray to confirm.
- e) **Christmas Pub Night** – Barbara and Brian will run this and will advise a suitable date.
- f) **Christmas Lunch** – Ron and Shirley will organise this again and are speaking to caterers regarding a date.
- g) **Christmas Tree Lights Switch On** – Campie to liaise with the school. Likely date **Friday 10th December**.

Decision	Action
Campie to take the lead on co-opting a group volunteers to assist with the brunch and other catering requirements.	Campie to discuss at coffee morning to meet the ladies who have moved into the village recently on 21 June.

Check when the school wants to start using the hall again.	Campie
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11. Fire and Health and Safety Risk Assessment and Checks:

Brian is continuing with the monthly Health and Safety and Fire Alarm Checks and the log book has been kept up to date. There are no outstanding issues.

12. Maintenance:

- a) **Fire Alarm** – Requires urgent action. It is showing a fault and has had to be disabled. Campie to expedite with Dart Electrics.
- b) **Front doors and noticeboard need oiling** – Lou and Mack are actioning. Need to ensure that there is no water ingress.

13. Any Other Business:

- a) **Parish Council records** – Philip advised that the Parish Council records had been recovered from the previous clerk in carrier bags and an old filing cabinet. Some of these records go back to 1929. The Heritage group plan to sort through the records and upload any historical and useful documents. The original documents can either be stored in the storeroom or go back to the Records Office. Amanda advised all documents had dried out and were in the filing cabinet

Decision	Action
Heritage Group to sort and collate Parish Council records.	Philip to gain PC approval.

14. Date of Next Meeting:

7.30pm on Thursday 8th July 2021 in the Parish Hall as long as the roadmap out of Covid holds.

The meeting closed at 8.42 pm