

**EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE**  
**Minutes of Meeting Held on Thursday 12<sup>th</sup> May 2022**  
**7.30pm at EW Parish Hall**

**1. Present, Apologies and Welcome:**

**Present:** Mark Shipley (Chair), Maxine Difford (Secretary), Nigel Sedgwick (Treasurer), Campie Hurst Bannister (Vice Chair), Brian Edwards, Liz Guppy, Nigel Pankhurst, Sandy Haughton, Maggie Good, Jonathan Harford, Amanda Mastroddi, Lou Mastroddi.

**Apologies:** Angie Lunn.

**2. Minutes:**

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

<b>Decision</b>	<b>Action</b>
The minutes of the meeting held on Thursday 10 <sup>th</sup> March were approved. <b>All in favour</b>	

**3. Matters Arising:**

- a) **Land Ownership** – No formal feedback from the Parish Council regarding the payment of £2,107.20 transferred from East Worlington Parish Hall funds to the Solicitors on 6th July 2020.

<b>Decision</b>	<b>Action</b>
Maxine and Nigel advised the verbal view from the Chairman of the PC was that no money would be refundable due to time spent on the issue.	No further action

- b) **Parking** - continues to be an issue. Generally three spaces are taken up by school staff. Jess who runs pilates has phoned the school and also spoken to a staff member. Campie has also reiterated the request that the school uses the spaces allocated to them over the road from the hall.

<b>Decision</b>	<b>Action</b>
Look into the wording on the new transfer of land document which may state that the spaces outside the hall may be used for school visitors and not staff.	Nigel P

- c) **New Residents Pack** - Steve will forward Liz the master copy for her to make the amendments. Master copy should be available for the next meeting. Mark suggested that an electronic copy would save paper. Some felt a hard copy was preferred and it was agreed to make both available.

#### 4. Finance Report:

Decision	Action
Remove Steve and add Mark and Maxine to become signatories on the bank account to facilitate speedy payments by Nigel. <b>All in favour</b>	Nigel to obtain forms from Lloyds Bank.

#### 5. Booking and Invoicing Systems:

Maxine reported some difficulties regarding the school bookings which are sometimes not advised at all, or are booked and then not used. She confirmed she had told the school to pay for just what they used on the last invoice. They may require hall on 6<sup>th</sup> June if weather is inclement but history group is booked for this day.

Decision	Action
Easier invoicing system required. Mark to investigate an app which may do this. Ideally require integrated system which picks up the booking from the current system and automatically raises the invoice at the correct time.	Mark, Maxine and Nigel to meet.
Parish Council have announced their AGM but not booked the hall.	Nigel P

#### 6. Meeting Frequency and Day:

Now that the building work was complete and the events are generally run in a time honoured fashion, changing the frequency of meetings to quarterly was discussed. Also the day could be changed to allow Angie to attend as she cannot make Thursdays.

Decision	Action
Change to quarterly meetings	
Change the day from Thursday to Wednesday <b>All in favour</b>	Maxine to amend on website and other documentation
A Whatsapp Group to be formed for those who wish to take part to aid quicker communication between meetings.	Advise Mark of your mobile number if you wish to join.

#### 7. Purchases:

Campie advised two big tables will be arriving next Wednesday. Payment will be advertised as coming out of the monthly draw.

Decision	Action
Purchase new solar lights for Rock by the River.	Amanda

## 8. 2022 Events:

- a) **Film Night** - confirmed Belfast Friday 20th May. Mark advised that the first film night made a small profit of about £20.00, with a small additional profit on the ice cream. As such, these events should be considered as a community benefit rather than a fundraiser.
- b) **Rock by the River Friday 15<sup>th</sup> July** - Bookings are coming in. Brian has setting up and closing down in hand. Campie requested help to ensure that all revellers had left the field after the event.
- c) **Pub Nights** - Date confirmed for Christmas as Friday 16<sup>th</sup> December..
- d) **Interest Talk** – Liz will chase a response regarding Call My Bluff.
- e) **Quiz Night 2022** - Confirmed for 21<sup>st</sup> October time to be run by Mark.
- f) **Sunday Brunch** - To continue. Decision was taken not to run one in June following the Jubilee Celebrations, nor August following the fete. Going forward, they will not run in July or August.
- g) **Jubilee Celebrations** - 2<sup>nd</sup>-5<sup>th</sup> June  
All in hand. Campie advised she requires confirmation of attendance to ensure catering is correct. Thank you for the donation from the hall.

## 9. Fire and Health and Safety Risk Assessment and Checks:

Brian confirmed checks and record keeping continuing.

## 10. Maintenance:

Pete has been requested to paint the inside panelling.

Decision	Action
New thermostat is required for the store room which is far too hot. Needs to be isolated from the foyer and toilets. Nigel P will look at map and liaise with Lou to investigate before actioning a new thermostat as the system may be faulty.	Nigel and Lou
The water heater in the kitchen is still leaking slightly when in use.	Nigel and Lou
Telescopic tool needed for a feather duster as the lights need cleaning and cobwebs removed.	Amanda
Clean windows	Lou
Decision was taken to apply for Planning Permission to replace the two windows at the front of the hall to match the other two. Ideally double glazed.	Jonny

**11. Any Other Business:**

None.

**12. Date of Next Meeting:**

Meeting 7.30pm on Wednesday 10<sup>th</sup> August 2022 in the Parish Hall.

**The meeting closed at 8.40 pm**