

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 13th January 2022
7.30pm at EW Parish Hall and via Zoom

1. Present, Apologies and Welcome:

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

Apologies: Angie Lunn

This was the first time the meeting was held in the hall with Zoom attendees. More work required to make this viable.

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 November 2021 approved. All in favour	

3. Matters Arising:

- a) **Land Ownership** – Steve advised that the Hall Committee had been given to understand that it was necessary to follow a legal process of the transfer of the land from Diocese of Exeter to East Worlington Parish Council. To achieve this process the Diocese of Exeter incurred legal costs that they were unwilling to fund from their own resources. East Worlington Parish Hall Committee agreed to help facilitate this process by contributing to their legal costs. In this respect £2107.20 was transferred from East Worlington Parish Hall funds to Crosse Wyatt Solicitors on 6th July 2020. It has since emerged that the Parish Council were going to ask the Diocese if they will agree to not objecting to the PC registering their ownership as documents the Church has indicates that it has no legal records that confirm it still retains the land.

Decision	Action
Write to the Parish Council to request an update on the current progress with the land transfer process and if the £2107.20 can be returned to PH funds. All in favour	Steve and Maxine

- b) **Building Control Fire System Certificate** - Steve reported that as previously advised Building Control cannot sign off the foyer work until we provide a Fire System Certificate. Despite further requests we await this from DART Electrics who need to supply this certificate for us.

Decision	Action
Approach proprietor of Dart Electrics directly All in favour	Campie

4. Finance:

- a) **Finance report** – See supporting information. We continue to remain in a very healthy position. Steve advised that ten years ago the hall had £20k reserves and it was good that we are in a position to pay forward a healthy balance for future hall committee.

5. Broadband Protocols and Arrangements:

Steve was delighted to confirm that the hall finally has fully working broadband, available at no charge to users. Thanks to Nigel for getting the ball rolling and especial thanks to Simon Good for getting a resolution to what was a lengthy and frustrating process.

Decision	Action
Thank you note to Simon	Maxine
Change password to worlingtonhall	Steve / Martin Bond
Investigate safeguards and further security of the internet and report back at next meeting.	Steve

6. Future Chair:

To facilitate a smooth transfer, Steve requested action on the following points.

- a) **Bank** - There needs to be a second person to authorise payments and Steve suggested the Secretary. Nigel recommends three people to ensure two are always available for action.
- b) **Insurance** - There needs to be a liaison between the broker and the hall. Nigel has volunteered to take this on.
- c) **New Resident Welcome Pack** - Liz volunteered to assist Campie to refresh and update the welcome pack.
- d) **Website** - Steve to continue to continue with website overview from home as a non-member. Committee to ensure he is furnished with any new information or changes.
- e) **Email List** - Steve to continue with this also.
- f) **Annual Report** - Maxine confirmed that she and the new Chair could generate this for the Charities Commission each year.
- g) **Social Media** - Facebook and Twitter accounts exist but have not been used much recently.

Decision	Action
Download forms and arrange bank mandate for three signatories. New Chair, Treasurer and Secretary	Nigel
Notify change of contact and address from Steve to Nigel to insurance broker	Steve
Send current Welcome Pack to Liz and Campie for refresh and updating	Steve
Keep Facebook and Twitter accounts	Use if required

7. Film Night :

Mark has tried out the equipment and it is fit for purpose. He will bring a DVD player to add to the system. Films with a wide appeal need to be picked and we can choose one from the list Mark has sent round from Moviola; or choose a film independently which is more expensive.

Suggested charge would be £5.00 per head and the evening would be divided into two sections with an interval in which ice-cream could be bought.

There would need to be a team of people to help.

There would be a trial run to check out the system, then every three or four months have a film night if it is well supported.

8. Report on 2021 Christmas Events:

Although Covid meant that numbers were down on usual years both the Christmas lunch, for which the caterers were praised.

The Pub Night was a success.

Parents and children from the school enjoyed the Christmas lights switch on.

9. 2022 Events:

Those events without dates need to be firmed up at March meeting.

- a) **Jubilee 2nd-5th June**
- b) **Rock by the River Friday 15th July** - A task force is to be set up by Campie to organise this event.
- c) **Open Gardens and Cream Tea Sunday 27th February and 5th March** - Decision required regarding where the proceeds from the sales of cream teas will go to. This is a Parish Hall event and therefore in Parish Hall Funds.
- d) **Film Night A Friday night in the Spring**
- e) **Pub Nights** - Only Christmas is planned. Brian is happy to run three a year.
- f) **Interest Talk** - Traditionally held in Autumn. Liz is awaiting a response to an email from Christopher Hampton to be advised who might run such an event as Christopher has retired. Campie is liaising with David Howard, a village resident and former gardener at Highgrove.
- g) **Quiz Night 2022** - Confirmed for October time to be run by Mark.
- h) **Sunday Brunch** - To continue monthly.

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

Brian confirmed checks continuing.

Decision	Action
Campie to speak to Dart Electrics to resolve the fire alarm malfunction.	Campie Brian and Lou to be present when Dart Electrics attend.

11. Maintenance:

Decision	Action
Speak to Pete Gowan to give his	Campie

<p>professional view on the decoration and give a quote for paints and work.</p> <p>Reduce heating thermostat by 1 degree as a trial as it was felt the hall was a bit warm on occasion</p>	<p>Lou</p>
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12. Any Other Business:

Campie outlined the activities planned for the Queen’s Platinum Jubilee Celebrations. A request was made to the Committee to cover the cost of the Sunday lunch out of hall funds. Steve suggested that a figure be donated to the whole event to be used for whatever is needed. It was generally agreed that this was a good idea. Figure to be decided in March meeting.

13. Date of Next Meeting:

7.30pm on Thursday 10th March 2022 in the Parish Hall.

The meeting closed at 8.50 pm