

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Wednesday 10th August 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, Alice Rhodes, Angie Lunn.

Apologies: Amanda Mastroddi, Lou Mastroddi.

2. Minutes:

Decision	Action
The minutes of the meeting held on Thursday 12 th May 2022 were approved. All in favour	

3. Matters Arising:

- a) **Trustee Report** – Campie reported that she presented the Parish Hall report to the Parish Council AGM.
- b) **Parking** - Nigel P reported that he had verbal confirmation that the wording of the land transfer document states the parking is available for the church, hall and school. It was generally agreed that the parking had been a little easier recently.

Decision	Action
Advise school when parking is going to be needed for the hall e.g pilates, craft group. School parents with small babies have permission to park in Campie's yard.	Angie to remind school

- c) **New Residents Pack** - Campie brought a copy to the meeting. Liz to update. New Parish Council brochure needed. Campie usually pulls the articles together on their behalf.
- d) **Booking System** - Maxine to copy Nigel in on future booking confirmation emails so he doesn't have to access the booking system. There are currently several invoices outstanding both to action and chase. Maxine advised she had asked Martin if we could automate the invoicing from the current information captured but he had advised it is rather cumbersome to do so.

Decision	Action
Easier invoicing system required.	Mark, Maxine and Nigel to meet.

4. Finance Report:

Nothing major to report. Some recent fundraising to be updated on the accounts.

Decision	Action
Investigate long term, ethical, fixed investment opportunities for large amount of money we hold for future thatching, maintenance etc to attempt to mitigate the damage inflation is doing to our funds. This is dependent on whether our constitution allows this. All in favour	Nigel Mark to send constitution to Nigel Sub committee required
Ask Devon Communities Together for advice. Martin Rich - martin@devoncommunities.org.uk	Nigel/Mark
Simplify accounts record keeping.	Nigel

5. Purchases:

Marquee - discussion as to whether we should purchase a better one to replace the current marquee which could be repaired by Neil Chanter but would still be difficult to erect. Does the village need a good, galvanised steel one to hire out or use for hall events at, say, £50.00? Nigel offered loan of his.

Card Reader - Rock by the River showed that a card reader would be a valuable addition for taking payments and would have resulted in bigger raffle sales. Would also be useful at all in-hall events. It would cost about £30 to buy and 1.69% per payment taken. Nigel was concerned that it would make accounting more difficult if the payments didn't come in on the day of an event.

Decision	Action
Look into costs of marquee.	
Mark to send card reader details to committee.	Mark
Liz to ask her friend who uses one how she can tell which payments relate to which events.	Liz
All agreed in principle	

6. Hallmark:

Maxine advised that in November it will be three years since we were awarded Levels 1, 2 and 3 Hallmark. She has contacted Devon Communities Together to ask whether renewal is necessary this year as we lost so much time to Covid. No response as yet, but if we do have to go ahead, it should not be as difficult to go through the process as last time as the information is more easily accessible online and the hall is still being run in line with the required standards.

7. Electric Vehicle Charging Point:

Decision	Action
<p>Investigate installing high powered electric charger point for residents and holiday lets as there are none locally.</p> <p>Recognised that this may cause more parking issues but could bring in revenue and be a useful community resource.</p>	<p>Maggie to contact Batsworthy Fund. (Richard Dart)</p>

8. 2022 Events:

- a) **Jubilee Celebrations** - All agreed they were a fabulous community celebration. 75 people attended the walk, 130 the beacon lighting and 85 the lunch. The outside bunting to be taken down this week and the inside bunting to come down in September.
- b) **Rock by the River Friday** - 239 people attended @ £15.00 each. The raffle takings meant we can donate £550.00 each to Hospice at Home and the Air Ambulance. Campie to ask the thatcher who has first hand experience of the Air Ambulance to hand over a cheque and Wendy to do so for the Hospice. Play list for next year, 14th July, to request not so much country music. A&S Paving have kindly donated wood to extend the dancefloor. Maxine to write thank you note.
- c) **Pub Nights** - Date confirmed for Christmas as Friday 16th December. Brian.
- d) **Interest Talk** – Maxine to contact Silvertime Legal to see if they can run a talk in November.
- e) **Quiz Night 2022** - Confirmed for 21st October time to be run by Mark.
- f) **Sunday Brunch** - Next one 11th September. Prices to be reviewed as costs have risen so steeply and have never been raised. Menu to be streamlined.
- g) **Coffee Mornings** - Alice advised these are being run on first Wednesday of the month. Currently 10.30-12 but considering changing to 9-11 am to include school mums.

Decision	Action
<p>No charge to non-fundraising community services such as coffee mornings. Continue to charge groups like pilates, photography club, weddings.</p> <p>All in favour</p>	<p>Maxine to remove charges from invoice required list.</p>

- h) **Harvest Supper** - 1st October
Maxine to advise Ray no charge for hall hire.

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

Brian confirmed checks and record keeping continuing.

Campie advised the front of the resuscitation pack had fallen off. Brian to check.

10. Maintenance:

Pete has been requested to paint the inside panelling and will look at when the weather changes as he is currently involved in outdoor activities.

Nigel advised the water heater has been descaled. It is designed to drip but the drain is missing. Nothing to worry about.

Decision	Action
Store room heating has been deactivated for now. Apply for Planning Permission to replace the two windows at the front of the hall to match the other two. Ideally double glazed.	Nigel to ensure this is sorted before the cold weather arrives. Jonny

11. Any Other Business:

- a) Mark advised Whatsapp group has been set up to make communication easier between meetings. Committee text him their name and mobile number or email if they wish to join.
- b) Alice advised that the Parish Council has only four councillors and requires three more. This is relevant to the hall as if the Parish Council hands back responsibility to North Devon Council, the hall's future could be in doubt as they would become our landlord.
- c) Prize Draw was held as there was no brunch in August. Winner was Joe Chadwick-Bell.

12. Date of Next Meeting:

Meeting 7.30pm on Wednesday 9th November 2022 in the Parish Hall.

The meeting closed at 9.25 pm