

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Wednesday 7th February 2024
7.30pm at EW Parish Hall

1. Present, Apologies and Welcome:

Present: Mark Shipley (Chair), Maxine Difford (Secretary), Campie Hurst Bannister (Vice Chair), Nigel Pankhurst, Maggie Good, Jonathan Harford, Angie Lunn, Amanda Mastroddi, Brian Edwards, Sandy Haughton, Alice Rhodes

Welcome: Julie Colquhoun

Apologies: Liz Guppy, Nigel Sedgwick, Jon Houghton (Treasurer)

2. Minutes:

Decision	Action
The minutes of the meeting held on Wednesday 8 th November 2023 All in favour	

3. Matters Arising:

- a) **Dishwasher** – A new dishwasher has been purchased and installed. Thanks to Amanda and Nigel.
- b) **New Lease** – awaiting communication from Parish Council. Alistair Heron has advised that there would need to be a short additional lease prepared and their cost for dealing with this would be about £350 plus VAT.

Decision	Action
Forward this info to the Parish Council	Mark

- c) **Batsworthy Fund** –
 - i. **Chicken Farm re defibrillator.** Mark has spoken to Martin at the chicken farm regarding siting a defibrillator there. Mark will supply further info so that the PC can order an additional defibrillator under the same contract as the one sited at the hall. Training still to be offered each year.
 - ii. **Marquee.** Batsworthy have confirmed £950 grant. The paperwork was sent back in January and Mark will chase again so we can place an order.(Since received).
- d) **Long Term Investment** – We have invested £15,000 in a fixed term deposit account with Lloyds for a year. Money cannot be withdrawn until maturity. No further deposits can be made. Interest at about 5%.
- e) **Digital Signature for Minutes** – Mark to look at again. Some issues with Onedrive.

4. Finance Report:

Mark advised he has asked Jon to keep an eye on costs to avoid a further loss. It was noted that income should be better this year as invoicing is being kept up to date. Agreed to discuss further at the AGM raising hall charges to £10.00 an hour to better reflect the increased fuel and maintenance charges. Other halls, some less well equipped, charge substantially more.

- i. **Electricity Supplier** - The hall is currently on a standard variable rate with EDF. If prices remain the same this is the cheapest option. Agreed to stay on this tariff for now. Shop around when it seems a better rate could be found elsewhere.
- ii. **Broadband** – Confirmed we have no phone line or blackspots in the hall. The BT contract ended on 31st December 2023. Ask Jon to shop around for a better rate if possible.

5. **Secretary Role:**

Maxine advised she will be stepping down as Secretary and Booking Secretary after the AGM in May. Julie has kindly offered to take over and they will work together to ensure a smooth transition. Maxine asked that Campie and Amanda could forward the 'how to' guides for the fete and Rock by the River so they can be added to the website to ensure future continuity. The checklist for cleaning also needs completing for Hallmark registration.

6. **Community Coordination Committee:**

Andy Bell, Chair of the Parish Council, wrote to Mark regarding a proposal to investigate setting up a Community Coordination Committee, made up of a representative from each of the local community groups initially, ie EWPC, Parochial Church Council, Parish Hall Committee and the East Worlington PTFA.

The Parish Council unanimously agreed the proposal at its November meeting after reviewing the attached discussion document, which concisely outlines how a Coordination Committee might work and the anticipated benefits. He asked that we review the attached document and let him know whether we agree with the proposal and are prepared to nominate a representative for the committee.

Committee confirmed this was a good idea and that joining all interested parties in Worlington, including farmers and other parishioners, could benefit. Particularly regarding grants from Batsworthy and Emergency provision.

7. **EWPH UK Hosing and SSL Costs:**

Mark advised that we have renewed with Heart Internet. There was an opportunity to renew at about £50 cheaper with another host but this was a complicated process which would have required Martin to redo the website. It seemed prudent to remain with the current provider.

8. **Events:**

- i. **Brunch** – expected to be busy this Sunday, 11th February. All in hand. Campie confirmed that a highchair has been purchased for £38.00 and this is expected to be used regularly. It was paid for from raffle money which led to discussion about future proceeds from the raffle. As the hall made a loss last year, it was agreed that if there is a clear benefit that can be demonstrated to ticket purchasers, then the money raised should go to a hall requirement. If the money was not needed for a specific purchase, then a charity will be nominated to receive the funds.

Maggie asked for the menu order sheet be reviewed to make room for specific requirements, e.g. no beans, extra sausage. Will be looked at on Sunday.

- ii. **Quiz Night** – went well. Thanks to Mark. Agreed that in future £3.00 each was a reasonable sum to charge. Prizes to be wine and chocolates rather than cash as this seemed better received.
- iii. **Film Night** – attendance for the Christmas film night was disappointing. Just about broke even. Discussed if Batsworthy Fund could support as they are keen to promote community engagement. Next film to be Wonka in March.

- iv. **The Secrets of Orangutans** – excellent talk. 45 in attendance and raised £539.00. Enjoyed by most but one email complaint was received. Agreed to ensure future events are clear regarding people bringing their own refreshments.

The audio system did not allow for showing the film and a microphone. Mark advised that a PA with a couple of microphones can be bought for about £200.00.

Decision	Action
Ask Liz for contact details of installers of current system to see if it can be upgraded.	Liz
Sell big speakers?	Wait and see outcome of above.

- v. **Crocus and Cream Teas** – 25th February and 3rd March. All under control. Amanda and Helen are sorting the teas and Lou is in charge of parking. Campie passed round a write up in the Tiverton Gazette. Barnabas will be broadcasting on Devon Radio.
- vi. **Police and Crime Commissioner Elections** – hall is hired all day on 2nd May. Pilates teacher has been advised hall is not available for classes.
- vii. **Stephen Powells – Hedgehogs** – Campie advised he is happy to waive fee in exchange for supper. Agreed a BYO food and drink.
- viii. **Auction Talk** – Agreed date for May 2024. Liz to contact Bearns, Hampton and Littlewood.
- ix. **Rock by the River** – 12th July 2024
- x. **Church Fete** - Saturday 3rd August 2024
- xi. **Pub Night** – October 2024
- xii. **Quiz Night** - November 2024

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

Brian confirmed checks and record keeping continuing. Campie advised that Lights and Fire Alarm checks were being carried out tomorrow.

10. Maintenance:

- i. **Painting** – Has been completed and looks good. Amanda and Lou to reinstate bunting.
- ii. **Light bulb in storeroom** – isn't working. Campie will ask electrician to check when he comes tomorrow.
- iii. **Replacement windows** – Planning permission has been granted. Agreed to approach Dave Chappell as local and most reasonable cost. Possibly apply for Batsworthy funding but will need two quotes to do so. Jonny to also approach another supplier for this purpose.

Campie advised the window cleaner will come every two months at a charge of £10.00.

- iv. **Heating** - Nigel confirmed that the valve was working better and no more complaints about the cold from hirers. Waiting for Dart Electrics to install the new part which has arrived. Hopefully may be done tomorrow during routine checks. Nigel advised that ideally we should have remote control to ensure more cost effective way of heating only when the hall is being used (approach Batsworthy?). Alterations would be needed but savings would be considerable. Thanks to Nigel for all his assistance.
- v. **Trolley Wheels** – Amanda to order £29.50 x 2.

11. Any Other Business:

Alice advised that March brunch falls on Mothering Sunday. The Church service has been scheduled to 10 am so that people can attend both. Campie advised that if people wish to park in her yard for the monthly coffee morning, they are welcome to do so.

12. Date of AGM and Next Meeting:

7.00pm on Wednesday 8th May in the Parish Hall.

The meeting closed at 8.50 pm

Summary Possible Batsworthy Funding:

Defibrillator
Film Nights
Coffee Morning
Replacement Windows
Remote Control for Heating