

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE  
**Minutes of Meeting Held on Wednesday 8<sup>th</sup> May 2024**  
7.30pm at EW Parish Hall

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

**Present:** Mark Shipley (Chair), Julie Colquhoun (Secretary), Campie Hurst Bannister (Vice Chair), Jon Houghton (Treasurer), Jonathan Harford, Angie Lunn, Sandy Haughton, Nigel Pankhurst, Maggie Good, Brian Edwards, Alice Rhodes, Maxine Difford.

**Apologies:** Liz Guppy, Amanda Mastroddi

**2. Minutes:**

Decision	Action
The minutes of the meeting held on Wednesday 7 <sup>th</sup> February 2024 were approved. <b>All in favour</b>	

**3. Matters Arising:**

**i. New Lease - costs**

Barnabas has advised Andy Bell of the cost of the lease (approx. £300.00), but we haven't heard if it requires updating and it has not been chased. There has been some discussion that the footprint on the Plan may need updating. Campie mentioned that Paula had suggested that Mark speaks to Nigel Ayre of Cross Wyatt who drew up the lease to clarify the position. Mark advised that he has paid a further £50.00 to the solicitors for the original work.

Decision	Action
Contact Nigel Ayre at Cross Wyatt	Mark

**ii. Batsworthy Fund**

**a. Chicken Farm re: Defibrillator**

There is no update on the installation of a Defibrillator at the Chicken Farm. Nigel noted that the Parish Hall Defibrillator had been paid for by the Council and it was suggested that it should be the Council's responsibility to install an additional one. The Chicken Farm has not yet agreed for a Defibrillator to be sited there.

Decision	Action
Contact Parish Council to suggest they request a contribution from Batsworthy Fund	Mark <a href="https://devoncf.com/grants/batsworthy-cross-wind-farm-community-fund/">https://devoncf.com/grants/batsworthy-cross-wind-farm-community-fund/</a>

**b. Marquee – Storage Bag**

The Marquee has been delivered to the Parish Hall and Storage Bags have been ordered and are to be delivered shortly.

**iii. Community Coordination Committee**

A proposal from the Parish Council regarding the committee has been circulated. Mark suggested that it would be in the interests of the Parish Hall to be on this Committee, if it can be shown to be a means to jointly apply for projects beneficial to the whole local community, but it is important that our independence is retained to enable us to apply for our own projects.

**iv. Audio System**

There has been no update from the supplier regarding the missing microphones.

<b>Decision</b>	<b>Action</b>
Contact supplier	Campie

**v. Government Energy Efficiency Grant Scheme**

Mark outlined the grant application which is in two parts. Firstly, there is an application to apply for a grant for an Energy Assessment, to be submitted by the end of June 2024. Once the Assessment has been granted and made, there is a second application to claim for the costs of the recommendations made in the Energy Assessment. This application is to be submitted by August 2024. As the scheme was only opened in December 2023, the timescale for applications is quite short. Considering the high energy costs and that the Hall made a loss last year, Mark will apply.

**4. Finance Report**

**i. Broadband**

Jon advised that the Broadband was now cheaper with BT as the supplier.

**ii. Annual Rent Payment of 10p to Parish Council**

There is still a lack of clarification over how the annual 10p payment is made and documented. Mark suggested that Steve is contacted for advice on how previous payments were made.

<b>Decision</b>	<b>Action</b>
Contact Steve and Parish Clerk for information	Mark Campie

**iii. CCLA Account**

The account requires updating with the current Trustees and signatories, as elected at the AGM.

Decision	Action
Charity Commission to be updated with current list of Trustees.	Julie
CCLA form to be completed and signed by current signatories.	Jon

**iv. Hall & Marquee Hire Costs**

Currently the cost of the hire of the hall is £8.50 per hour for those living within the EW Parish and £17.00 per hour for those living outside the Parish. It was proposed that the rates are increased to be more in line with other local village halls. The rises will be effective from 1<sup>st</sup> July 2024.

The Marquee hire costs were also discussed, and it was agreed that a refundable security deposit was necessary. The costs of insurance for the Marquee will be looked at.

Other costs, such as the Brunch prices are under review.

Decision	Action
<p><b>Hall</b> hire rates to be increased from 1<sup>st</sup> July 2024 to £10.00 per hour for locals and £20.00 for non-locals.</p> <p>£25.00 per 3 hour session for locals and £50.00 for non-locals</p> <p>£40.00 per half day (4.5 hours) for locals and £80.00 for non-locals</p> <p>£80.00 per day (9 hours) for locals and £160.00 for non-locals</p> <p><b>Marquee</b> hire rate to be £80.00 for locals and £150.00 for non-locals, plus a £100.00 refundable security deposit</p> <p>Insurance for Marquee to be investigated</p>	<p>Email current users to advise of the increase. Advise still lower than other Halls in the area</p> <p>Mark/Julie</p>

**5. Parish Magazine**

It was noted that articles had been submitted to the Parish magazine.

**6. Devon Communities Together Community Asset Map**

Maxine advised that the Parish Hall is now on the map.

## 7. Events:

- i. **Sunday Brunch** - Ongoing and well supported. Costs to be reviewed over the summer.
- ii. **Film Night – Report** - The attendance for the last film shown (Wonka) was disappointing, and although no further films have yet been booked, we are on the waiting list to show the documentary film, 'Where is Heaven' about life off-grid in North Devon. This will hopefully be available within the next few months.
- iii. **Crocus and Cream Tea** - 25<sup>th</sup> February and 3<sup>rd</sup> March 2024. The first Sunday was very wet, so numbers were down, but there was sunshine and hardly any rain for the second Sunday and attendance was much higher, making the overall event a huge success as usual. A total of £1030.00 was raised for the National Garden Scheme and £809.00 for the upkeep of the Hall, from the raffle and cream teas. Both the gardens and creams teas received many compliments from the visitors.
- iv. **Police & Crime Commissioner Polling Station** - 2<sup>nd</sup> May 2024  
A total of ten people voted at the Station, but the polling staff were very appreciative of the refreshments provided.
- v. **Call my Bluff Antiques Evening** – 16<sup>th</sup> May 2024  
Liz is taking bookings for this event. Tickets will be collected and paid for on the night.
- vi. **School play rehearsals and performances** – 10<sup>th</sup> – 19<sup>th</sup> June 2024  
In relation to the School, Campie advised that there were storage issues with School items left at the Hall including a bench, as it was blocking access in the cupboard. Campie also requested that the cookery teachers mop the floor after classes. Angie will follow up.
- vii. **Duck Race** – 29<sup>th</sup> June 2024  
Angie will ask the school if the new marquee is required for the event, for which there will be no charge.
- viii. **Riverside Rocks** – 12<sup>th</sup> July 2024  
Sarah is now receiving bookings. Planning and organisation of the event is underway. Campie will require cash to pay the band.
- ix. **Church Fete** – 3<sup>rd</sup> August 2024  
The marquee may be required for the Worly Bargains stall
- x. **Talk by Stephen Powells on Hedgehogs** – 6<sup>th</sup> September 2024  
Campie advised that Stephen Powell's fee will be reduced if we provide him with refreshments.
- xi. **Pub Night** – date confirmed as Friday 25<sup>th</sup> October 2024
- xii. **Quiz Night** – date confirmed as Friday 22<sup>nd</sup> November 2024
- xiii. **Parish Christmas Lunch** – date confirmed as Wednesday 11<sup>th</sup> December 2024

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

Brian confirmed the Health and Safety checks are continuing and all is in good order. He is however currently unable to open the drawer in the kitchen, where the accident book is kept, to check if there are any recent entries.

Decision	Action
Look at kitchen drawer to see why it is not opening	Brian & Campie

**9. Maintenance:**

i. **Replacement windows**

The supplier approached for a second quote for the replacement windows, required to enable us to apply for Batsworthy funding, has not yet provided a quote, but has been chased.

ii. **Heating** – see AGM

Nigel confirmed that the Hive system (remote control) is compatible with the Hall’s heating system and Richard (Dart Electrics) will be coming to complete his outstanding work. The temperature of the hall been much better regulated than last year, and costs reduced.

iii. **Fuel Tank Gauge**

The oil tank is custom built and there is no available information on the make and model of the tank, which is needed to be able to order the correct fuel gauge.

Decision	Action
Nigel to look at Oil Tank to see if it can be identified	

**Any Other Business:**

- i. **BT** – Jon advised that that BT were requesting the return of dongels supplied under a previous contract to connect to EE. Jon has been unable to locate them, but Angie has advised she will look to see if they have the dongels.
- ii. **School** – Marquee - Angie confirmed that the PTFA would like to have the Marquee. The school play is on 18<sup>th</sup> June at 2pm and 19<sup>th</sup> June at 6pm.

**10. Date of Next Meeting:**

7.30pm on Wednesday 14<sup>th</sup> August 2024 in the Parish Hall.

**The meeting closed at 8.50 pm**