

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Wednesday 13th November 2024
7.30pm at EW Parish Hall

1. Present, Apologies and Welcome:

Present: Mark Shipley (Chair), Campie Hurst Bannister (Vice Chair), Jon Houghton (Treasurer), Julie Colquhoun (Secretary), Maggie Good, Sandy Haughton, Liz Guppy, Jonathan Harford, Angie Lunn

Apologies: Brian Edwards, Amanda Mastroddi, Maxine Difford, Nigel Pankhurst, Alice Rhodes

2. Minutes:

| Decision | Action |
|---|--------|
| The minutes of the meeting held on Wednesday 14 th August 2024 All in favour | |

3. Matters Arising:

i. **Brunch Raffle for Trussell Trust**

| Decision | Action |
|---|--------|
| The Christmas Bruch raffle to be in aid of the Trussell Trust All in favour | |

- ii. **Policy to ensure inclusion of all Parish residents** – Following Janice Gardner's email to the Parish Hall website, Paula spoke to her and mentioned the monthly brunch and coffee mornings. It was noted that we are not necessarily going to know of new residents to the Council houses, but the Parish Council might know. Campie will make further enquiries.

- iii. **Batsworthy grant application** – It was suggested that an application is made to the Batsworthy Fund for a grant to fund the replacement windows for the Parish Hall. Jonny will forward the quote of £3126 plus VAT from Dave Chappell. Mark advised that Batsworthy would require at least two quotes, and it was suggested that W D Joinery or G S Haydon & Sons be contacted. Jon also advised of M. Templeton Joinery. Jonny will look at obtaining further quotes. Fitting costs need to be also included.

In addition, Mark advised that grant applications to Batsworthy had been on hold due to the possibility of a new joint committee being formed of the Parish Council, School and Parish Hall to organise future grant applications to Batsworthy. As this has not yet happened, Mark was of the opinion that we should submit a grant application as Batsworthy are looking for applications, although they maybe are looking more at sponsoring events or large projects rather than maintenance.

Mark A Shipley

iv. **Star decoration for Christmas tree** – Amanda advised that there was nothing to put on the top of the Christmas tree and suggested that a Star decoration would be appropriate and look good for the School's Carols and Tree lighting event. Amanda will purchase the star.

v. **School hire of the Parish Hall**

Regarding future bookings for the Parish Hall, Angie advised that the school are planning to open a baby unit for children from 9 months old, for which there is already interest. As the pre-school and nursery areas will not be able to be used while building work is carried out, the school may need to hire the Parish Hall more frequently. If this is the case Mark agreed to look at a discounted rate for the hire of the Hall but does require further information on when the Hall may be needed.

The ongoing problem of storing the school gym equipment in the Hall was also mentioned, with the suggestion that the horse be put on hooks, so that it is out of the way and causing no obstruction accessing the boiler. Richard may be able to help.

| Decision | Action |
|---|--------|
| Possible School discount rate for hire of the Hall during building work | Mark |
| Storage solution for School gym horse. Contact Richard | Campie |

4. Finance Report:

- i. **Review** – Jon reported that the CCLA account has now been updated. Total funds held by the Parish Hall have increased by £615 since the last meeting in August, the balance now being £36694, due to bank interest payments. The balance is made up of £10609 in the Lloyds current account, £15000 in the Lloyds term deposit account, £6049 and £1486 in CCLA and £1549 petty cash. Jon suggested that the bulk of the petty cash should be banked. It was agreed that the petty cash float should be £300, which is sufficient to cover cleaning costs and small expenses.

Jon reaffirmed that expenses still needed to be controlled as our outgoings remain more than our income. Income to date for this financial year is £7540 and expenses £9727, leaving a deficit of £2187.

Electricity and phone payments however have reduced this year as well as general maintenance, despite a payment of over £200 for the repair of the sound system. Mark suggested that we should aim to raise the funds for larger expenses before they are made.

It was noted that we will require more oil for heating the Hall in the next couple of months.

- ii. **Bank signatories** – Jon confirmed that the signatories for the Lloyds bank account are being changed

Mark A Shipley

- iii. **Unpaid Invoices** – Jon noted that it would be easier to reconcile and check unpaid invoices if he had access to the Parish Hall website. Mark agreed to contact Martin Bond to allow access for Jon to the Parish Hall booking system.

| Decision | Action |
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| Jon to bank the petty cash, leaving a balance of £300 to pay for cleaning the Hall | Jon |
| Mark to contact Martin to enable Jon to access website hall booking system | Mark |
| All in favour | |

5. Events:

- i. **Brunch** – There have been adverse comments on the menu price rises. Campie noted that we always require more helpers.
- ii. **Riverside Rocks Report** – Mark reported that there had been no response to the request for an additional person to work with Andy organising the event. It was agreed that we may be more successful if we approached people directly. Since the meeting, Andy has asked Simon Good if he would be interested, and he has agreed to help organise the event.
- iii. **Worlympics Report** – Campie reported that the event was successful and good fun with positive feedback from the attendees.
- iv. **Stephen Powles Hedgehog Talk Report** – Another successful talk by Stephen Powles, who would always be willing to return for further talks.
- v. **Film Night Report** – the Film Night on 27th September 2024 was very successful with 60 people attending for the showing of the film 'Where is Heaven'. At times the sound was not always good. Jonny noted that there were some issues with the sound quality of our system, with some booming at the back of the Hall. The system can however be tuned.

Regarding showing further films, the film distributor has put the prices up and Mark is looking at finding the breakeven point for showing the next film, which will be in the New Year. This more of a community event than a fundraising event as we only made a profit of £50 for successful film showing. The new Paddington Bear film is the favourite to be shown at the next Film Night.

- vi. **Defibrillator Awareness Event – 19th October 2024** – Nigel has sent a report on the event, noting that it was a well-attended and very useful event, which is important to repeat,

Mark A Shipley

annually, as updates on procedures, especially CPR, take place frequently. The feedback was positive, with attendees saying how interesting and useful the information given was. The Parish Council are approaching Batsworthy for a grant to fund a second defibrillator in the Parish, possibly located outside Horseford Chicken Farm. Nigel will arrange another session for next year when the dates are available.

It was suggested that there should be an emergency WhatsApp group consisting of those able to use a defibrillator and those who can contact them in the case of an emergency.

| Decision | Action |
|--|--------|
| Nigel to arrange another event next year | Nigel |
| Mark to attend the next Parish Council Meeting to the issue of an emergency WhatsApp group for the defibrillator | Mark |
| All in favour | |

vii. **Quiz night – 22nd November 2024** – Similar format to previous events.

viii. **Parish Lunch – 11th December 2024** – Campie advised that those attending needed to make their menu choice by 27th November 2024, which was also the cut off for those wishing to purchase tickets, as the caterer needs to know numbers and meal choices. Currently 50 tickets have been sold.

ix. **Crocus and Cream Teas – 23rd February & 2nd March 2025** – Campie advised that this will be the first garden to open in Devon with the same format as in previous years, with lots of cake and cream teas.

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

Mark advised that he will liaise with Brian regarding the health and safety checks, which he is continuing to carry out.

7. Maintenance:

i. Replacement windows

This was covered in the matters arising section

ii. CCTV Camera for Hall

It has been suggested that the Hall should have a security system in view of the increase in crime in local areas. Campie mentioned that she has spoken to Marina, who runs a security business with her husband, Richard, who advised that a security system for the Hall would be around £200, comprising a Network Video Recorder (NVR) costing around £150 for 7 days recording and a camera for £40, or £80 for colour. Jonny queried whether we should just buy some cameras ourselves which have cloud-based recording. There was debate on whether an NVR would provide better quality recording, although it would have to be well hidden to ensure it was not visible to burglars. A Batsworthy grant may also be possible.

| Decision | Action |
|---|---------------|
| Campie to ask Marina for a formal quote for a security system for the Parish Hall | Campie |
| All in favour | |

8. Any Other Business:

i. Worlington village sign

The sign coming into the village from the old chapel is now broken. The Parish Council to be contacted.

ii. Heritage website

The committee was advised by Liz and Sandy that the History Group are continuing to update the Heritage website with the help of Martin and others. Heritage was the original name chosen for the purposes of the Lottery grant, but it has now been decided that the website should be called the History Archive website, remaining part of the Parish Hall website. It is hoped that the updated website will go live in early 2025 and information can then be further added. The History Group have been asked by the Parish Council to commemorate VE Day next year, so a VE Day exhibition is proposed. A Worlyweb request will be sent out for interesting anecdotes, family photos, mementos and information on VE DAY, which does not necessarily have to be from the local area.

9. Date of AGM and Next Meeting:

7.30pm on Wednesday 12th February 2025 in the Parish Hall.

The meeting closed at 9.45pm

Mark A Shipley