

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Wednesday 14th August 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, Alice Rhodes, Amanda Mastroddi

Apologies: Liz Guppy, Brian Edwards, Maxine Difford, Jonathan Harford, Angie Lunn, Nigel Pankhurst

2. Minutes:

Decision	Action
The minutes of the meeting held on Wednesday 8 th May 2024 All in favour	

3. Matters Arising:

- i. **Plaque for Derek Webber** – Rosemarie would like a plaque for Derek on the seat outside the Parish Hall, to be near friends. Campie will speak to Rosemarie to condense the wording requested and confirmed the plaque size would be consistent with the other plaque on the seat and the date of birth will be shown.
- ii. **Display Boards** – Sandy advised that although the boards were heavy and took up space, they were very useful for display at the fete and for the History Group. Liz has also confirmed this and wishes the Parish Hall to retain the boards. Both Liz (prior to this meeting) and Sandy noted that the boards were bought as part of the Heritage Lottery bid. Campie advised that it had been just an idea to create more space, which is at a premium and noted she has condensed the Craft Club storage items into plastic boxes.

Decision	Action
Display Boards to be retained All in favour	

- iii. **Motion Picture Licence** – Jon noted that we have received an invoice from MPLC requesting a payment of £326.27 plus VAT for a Motion Picture licence. Mark confirmed he had emailed Toby at Moviola, who we hire films from, and they confirmed that they deal with the licence for showing films, so we should ignore the request.
- iv. **Defibrillator** – Mark advised that the Parish Council is taking over responsibility for the defibrillators including the additional one proposed at a site near the Chicken Farm
- v. **Audio/Video system** – Mark advised that there were ongoing problems with the projector, which we need to rectify before the Stephen Powles talk in September. Campie has been in contact with Michael Blake who installed the system and will ask if he is able to service it. Prior to this meeting, Liz had provided his telephone number.

- vi. **Marquee insurance** – Rackenford Parish Council wish to hire the marquee for their Village Day on 31st August 2024. It was agreed that we should ask Peter Jones for a copy of their relevant insurance to ensure it covers damage and liability for the marquee. Following the meeting, it was later decided to add a disclaimer to our booking confirmation email noting that East Worlington Parish Hall accepted no liability for injury or damage during the period of the marquee hire.

4. Finance Report:

- i. **Review** – Jon reported that the total income for Riverside Rocks was £2658.93 and after expenses, including the payment to the band of £1350, the profit for the Parish Hall after expenses was nearly £900.

Jon advised that as of 14th August 2024, the Parish Hall had total funds of £34,335.25, after deducting the pending Dart Electric bill of £1053.99 and the £690 from the Riverside Rocks raffle to be donated to Hospicare and Devon Air Ambulance. Campie suggested that the Sumup account is checked to ensure all the raffle funds have been accounted for.

Jon advised that Dart Electric has completed the outstanding work, and the bill submitted of £1053.99 is for work undertaken over a 12-month period and includes the cost of the thermostat and labour. There were no objections to the payment.

Payments to BT have now been reduced to £35.94 per month from £62.06, saving £313.44 per annum. The EDF monthly payment is now £102.22, down from £135, saving £393.36 per annum

- ii. **CCLA account** – Jon advised that there had been problems with updating signatories and details on the CCLA account as there was a discrepancy between the number of trustees on the forms and on the Charity Commission website. This was due to a misunderstanding and has now been rectified.
- iii. **Bank signatories** – Jon confirmed that the signatories for the Lloyds bank account will be changed
- iv. **New lease costs** – Regarding the possibility that the footprint on the plan for the lease may need updating, Mark has emailed Nigel Ayre of Cross Wyatt who drew up the lease but has not had a response yet. On the map the hall is shown as being rectangular and Mark is of the opinion that there is no need to change the lease, particularly as the Parish Council have not come back with any queries. The lease is due to be renewed in 10 years, so any amendments could be made then.

Decision	Action
To review the Parish Hall lease when it is due to be renewed All in favour	

5. Events:

- i. **Brunch** – Campie and Amanda confirmed that the monthly brunch will start again in September and despite a continual effort to reduce costs, the prices will need to go up. The price increases were discussed, and it was agreed that even with the following rises the prices would remain very competitive.

Decision	Action
Brunch Prices: Full Breakfast £7 Vegetarian Breakfast £7 Baps £3.50 All other prices to remain the same All in favour	

Campie noted that there are now no longer any remaining raffle prizes for the monthly Brunch raffle and are thus urgently needed. The raffle proceeds now go solely to the Parish Hall.

- ii. **Riverside Rocks Report** – Following this year’s event, it was agreed that if it is to continue there needs to be two people who have overall responsibility for all aspects of running the event and not just one area. This will prevent problems arising if an organiser falls ill and ensure that essential tasks, such as putting up posters and general advertising, are carried out. Due to the lower numbers attending, an emphasis on improving advertising was noted as necessary, such as on Facebook, at Yeatheridge and the Lapford Community Page, perhaps even using QR codes and the band’s website. A minimum attendance of 250 people is required.

Andy Colquhoun has stated that he would be willing to be one of the organisers but would not be willing to do run the event on his own. It was suggested that a request for an additional organiser could be put on the Worlyweb.

Campie advised that 4th July was the likely best available date for next year. The band, Honest John, are unable to perform on Saturdays due to wedding bookings. Campie will speak to Phil about the availability and price of his portable toilets.

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- iii. **East Worlington Fete Report** – Campie reported that there had been a good turnout for the fete, helped by the good weather. The fete raised around £2500, including £1150 raised from Worly Bargains, around £700 of which was from selling items on eBay. The fete next year will be on 2Nd August 2025.
- iv. **Worlympics – 26th August 2024** – Campie advised that volunteers are needed for helping setting up on Friday 23rd August at 5 pm, including painting lines for running track and five a side football pitch and putting up football posts and fencing for the car park. Barnabas and Andy Bell are the organisers. The funds raised are for the Council, but it likely to mainly cover the cost of the portable toilets and basic ingredients for the teas. Ice cream and cakes are being provided. The entrance fee will be in the form of a suggested donation.
- v. **Stephen Powles Hedgehog Talk – 6th September 2024** – Campie confirmed that Stephen would not be charging for the event as he was being fed by Campie. Brian Percival will be asked to design a poster for the Worlyweb and Facebook.

- vi. **Film Night – 27th September 2024** – Mark advised that the film to be shown will be ‘Where is Heaven’. It has however been difficult to get in touch with the named contacts for hiring film, as they are based in Croyde and London. However, Mark anticipates this will be resolved shortly. The price will be £10, and it was suggested that ice-cream could be included.
- vii. **Defibrillator Awareness Event** – 19th October 2024 – previously a good and very useful event.
- viii. **Pub Night** – In view of Brian’s health issues, the Committee decided to cancel the Pub Night in and re-arrange a date next year. Amanda suggested that we could consider a Pop Up Restaurant as an additional event in October, whereby funds could be raised by the hire of the Hall or by a percentage of the takings. Another suggestion was a Murder Mystery Evening with food provided and to look at what other local Parish Halls were doing to raise funds.
- ix. **Quiz night – 22nd November 2024** – Similar format to previous events.
- x. **Parish Lunch – 11th December 2024** – Campie advised that the cook had been booked and staff will be provided. It is good value and the Hall’s responsibility is limited to setting out the tables and making them look attractive. As an event it usually does not raise much money but is a worthwhile community event.

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

Amanda confirmed Lou would look at all the checks.

7. Maintenance:

- i. **Dart Electrics Heating Bill** – This was discussed in the Finance Report section.

8. Any Other Business:

9. Date of AGM and Next Meeting:

7.00pm on Wednesday 13th November 2024 in the Parish Hall.

The meeting closed at 9.45pm