

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Wednesday 26th February 2025
7.30pm at East Worlington House

1. Present, Apologies and Welcome:

Present: Mark Shipley (Chair), Campie Hurst Bannister (Vice Chair), Jon Houghton (Treasurer), Julie Colquhoun (Secretary), Maggie Good, Sandy Haughton, Jonathan Harford, Amanda Mastroddi, Nigel Pankhurst, Alice Rhodes

Apologies: Brian Edwards, Maxine Difford, Liz Guppy, Angie Lunn

The meeting was held at East Worlington House due to the lack of heating in the Parish Hall. The Committee would like to thank Campie for the offer of an alternative venue.

2. Minutes:

Decision	Action
The minutes of the meeting held on Wednesday 13 th November 2024 All in favour	

3. Matters Arising:

- i. **Cleaning of the Parish Hall** – Campie advised that she had received an anonymous card supporting Mary's cleaning of the Hall and noting problems she faced. Campie contacted Mary, who confirmed she did not wish to retire, although she can't see very well. It was confirmed to Mark that Mary does have a checklist to tick off, but her sight is a problem.

Campie mentioned to Mary that the Hall needs to be clean when it is hired out as it is one of our main methods of raising funds, and we do not wish to receive complaints which could affect future bookings.

Mary has confirmed that continuing cleaning was important to her financially. Campie has asked if she wanted help and Mary said Alice had agreed to help if required.

Julie advised that she had phoned Mary and would be giving her a list of Hall bookings each month so she is aware of events to be held in the Hall, which should help with arranging times to clean the Hall. If there is a special event Mary can be paid extra to ensure the Hall is clean.

Mark and Amanda agreed that it would be a good idea to have a once a year deep clean of the Hall, which we could arrange. In the meantime, Mary should continue ticking off and signing the cleaning checklist provided and a copy sent to Jon, who normally pays Mary for 2 months at a time. Mark advised he will check if the current living wage rate has increased to ensure Mary is being paid the correct amount.

Mark A Shipley

Decision	Action
Provide Mary and Campie (for reference) with a monthly list of events, so she can arrange her cleaning rota	Julie
Mary to complete and sign cleaning checklist, copy to Jon	Campie/Amanda
Check the current living wage rate	Mark
All in favour	

Defibrillator update – Nigel advised that the South West Ambulance Service had notified the Parish Council that our very necessary defibrillator had not been paid for and it would be removed unless payment was received. Nigel had previously requested the payment, but it had not been made by the Parish clerk. Communication with the clerk has recently been less than adequate. Nigel confirmed that payment has now been made which covers the next four years. A new battery was installed just before Christmas and Nigel checked it after it been taken out to be used. Mark will raise the issue with Andy.

The possibility that the Parish Council might in the future merge with another Council was raised and there was the likelihood that there would be different clerk.

- ii. **Parish Coffee Mornings – update** – Alice advised that the coffee mornings continue to be held on the first Wednesday in the month and that the school had recently approached John to ask if the coffee mornings could possibly start earlier, so to make it available to the parents of the children attending the nursery. It was thus decided for the coffee mornings to be held between 9am and 11.30am. Instead of offering cakes, it was considered bacon rolls would be more appropriate and 20 were sold at the coffee morning held this month.

Next week for the March coffee morning, children from the school's Forest School will also be attending.

It was agreed that as this is a community event, with core number of around 20 people attending, there will continue to be no charge for the use of the Hall.

Decision	Action
No Hall hire charge for monthly Community Coffee Morning to continue	
All in favour	

- iii. **Parish Hall booking procedure** – Julie advised that it had come to her attention that the Parish Council were holding meetings in the Hall without previously booking. Obviously, this could possibly result in a double booking, so it was requested that in future we should be notified in advance of the meeting and a booking request preferably completed. Nigel agreed to send a list of dates for future meetings.

Decision	Action
Mark to send email to Andy Bell requesting that the Parish Council meetings are booked using our website	Mark
All in favour	

iv. **Batsworthy grant application for replacement windows – update**

Jonny confirmed that we had another quote for the windows From W D Joinery Ltd of just over £4K including VAT. Jonny thought G S Hayden, were very competent, but while not the cheapest were able to make and fit the windows. Mark suggested that we request Hayden's to supply a quote including fitting the windows. It was noted that Batsworthy have recently given substantial funding to local communities, such as Meshaw, who Campie confirmed received £75K and they are still paying for small projects. Campie also noted that East Worlington Church had received £1.4K for new bell ropes. Batsworthy has £90K available each year for 9 villages. Maggie suggested applying to Batsworthy for funding Riverside Rocks, but as it is our fundraising event it would unfortunately not fall within Batsworthy's funding remit.

v. **Official completion of the transfer of land in front of Parish Hall**

Mark advised that the title to the small pieces of land in front and behind the Parish Hall had now been registered and the confirmation documents from the Crosse Wyatt had been forwarded to Andy at the Parish Council. The Council is getting a new lease drawn up at a cost of £1.1K plus VAT. The Parish Council would welcome a contribution from the Parish Hall but would press ahead regardless. Mark considered that we should not contribute as the current lease still has 9 years before it expires, which we had contributed to.

The current lease was drawn up in 1999 and is for 35 years, so was due for renewal until 2034. Campie asked whether we should have a solicitor to look at the lease and if it could be done with as little cost as possible. Mark confirmed we would need a separate Constitution document raised. Barnabas's solicitor may be able to help. Maggie asked if the lease would be completely new or amended. Nigel was of the opinion it was a new lease.

Regarding the annual rent of 10p, Mark reported that Andy was suggesting a rise to £10 per year which would be easier to manage and suggested setting up a standing order.

4. Finance Report:

- i. **Review** – Jon reported that the Fixed Term Deposit had been renewed with all the interest reinvested giving a total of £15951.98, which is held until February 2026. The estimated interest payable for the year will be £407.40. The Current Account balance as at 24/02/25 was £9941.72, the CCLA balance as at 31/12/24 was £6121.36 plus £1504.04 = £7625.40 and Cash held in the tin is £611.74. Thus, the Total Hall funds are £34130.84, which is £906.65 down on the total as at 06/05/24.

Campie asked if there were any funds going into the restricted Thatching Fund, which includes donations left in residents' wills for the rethatching of the Parish Hall. It was previously agreed that funds should be regularly allocated to it. The CCLA balance includes the Thatching and Maintenance Funds. Mark suggested that the Funds should be reviewed annually to see if they require further funds. It is estimated that the thatch has a lifespan of another 25 years. Campie later reported that Richard Frost considers that the Ridge on the Hall has a remaining lifespan of 3 to 5 years.

Mark queried what the interest rate was on the CCLA account and whether the funds should be transferred to an account with a higher interest rate. Jon advised that we should maybe look at Corporate Bond funds for a higher yield and the risk would be less if the bond was held for a longer period. Alice stated her preference for more ethical/green investments, which Committee members agreed. Mark suggested ethical funds such as Eden Tree.

Jon advised he had spoken to Dart Electric regarding the annual PAT test, which this year had been carried out on 05/02/25, although it was not due until 21/03/25, so we are paying twice for nearly two months. Dart have agreed to see if they can amend it. Dart subsequently confirmed that they could not, but PAT testing could be done every two years if our insurers agree.

Jon advised that he had received fewer Hall hire payments recently. Maggie confirmed that invoices had gone out and Campie said she would chase up Robert Clements for the payment of £39 from TSH. It was agreed that we need to look at improving the system so that Jon can match payments more easily.

It was noted that the oil for the Parish Hall's heating had run out, although 600 litres had been ordered at the end of December 2024. Nigel confirmed that the heating is on continuously with the temperature set at 19C, but the heating is off in the toilets and storeroom. There have been several cold periods which will have increased oil usage. Alternative suppliers were considered such as Boiler Juice and the option of a sensor connected to Wi-Fi, which can give a warning when the oil level is low. Amanda noted that the tank has double locks which have to be unlocked, and the vent taken off before delivery. Mark said that it was worth considering another system/supplier although the present situation is likely to be a one-off. The oil is due to be delivered on Thursday 27th February 2025.

Decision	Action
Jon to prepare a report on Corporate Bonds for the Committee and look ethical funds and spreading the risk through diversity and maturity	Jon
All in favour	

5. Events:

- i. **Brunch** – It was agreed that a brunch would not be held in June, July and August 2025. Amanda confirmed that a private brunch would be held on 24th August 2025 as part of Joe and Andy's daughter's wedding celebrations.

Decision	Action
No brunch to be held during June, July and August 2025	
All in favour	

- ii. **Crocus and Cream Teas** – Following the cancellation of the first event on 23rd February 2025, Campie hoped that the event on 2nd March 2025 would be particularly popular as the weather forecast is good.
- iii. **Riverside Rocks** – Campie reported that there is a meeting to further organise the event on 17th March 2025. Julie advised that an Exe Valley Pizza van had been booked for the event and that Andy and Simon were trying to get the support of Young Farmers to attend the event. It was suggested that there should be a price increase to possibly £18 for early bird tickets and £20 on the day, with a discount for young farmers, with tickets at £12 or £15, to be agreed.
- iv. **Church Fete** – This will be held on 2nd August 2025 and will be opened by the Lord Lieutenant of Devon, David Fursdon.
- v. **Film Night Report** – At the last Committee meeting it was agreed that the film Paddington in Peru would be a suitable film to show. The film is available from March 2025 and Mark will check available dates.

Decision	Action
Check availability of the film Paddington in Peru. Tickets to be £5 each	Mark
All in favour	

- vi. **Defibrillator Awareness Event** – Nigel confirmed the event held last year was a success and that another event is planned for this year, although a date has yet to be confirmed.

Decision	Action
Nigel to arrange event during 2025	Nigel
All in favour	

- vii. **Quiz night – 22nd November 2024** – Mark reported that the event was a success and good fun, although it could probably be shortened in length. A further quiz will be held a future date. Campie suggested increasing the charge to £25 per team of six people.

viii. **Parish Lunch – 11th December 2024** – Campie reported that the lunch went well, and it was agreed that it should be held again in the same week in December. The requirement for BACS payments to have a reference was noted.

ix. **Any future events** – Sandie advised that the History Group was holding a VE Day World War II exhibition in the Parish Hall on the 9th and 10th May 2025 and asked whether the display would cause problems for the brunch on 11th May 2025. It was agreed that the display could be pushed back and rearranged for the brunch and tables could be placed outside if space was significantly reduced inside. It was also agreed that the brunch raffle should be for veterans.

Alice reminded the committee that John is being relicensed as a vicar on 7th March 2025 and refreshments are being served in the Parish Hall afterwards between 7pm and 9pm.

6. **Fire and Health and Safety Risk Assessment and Checks:** - Brian has confirmed that the alarm and safety checks are being carried out and the logbook maintained.

7. Maintenance:

i. **Replacement windows - update**

This was covered in the matters arising section

ii. **CCTV Camera for Hall - update**

Campie noted that recently thieves in Witheridge had been caught using local CCTV and that Richard had confirmed he could install and reconfigure CCTV with Wi-Fi and a light would be required on the school side of the Parish Hall to ensure full coverage of the front of the Hall. There would be a one-off payment with no subscription. Alice queried whether CCTV would change the ethos of the hall and was concerned about GDPR privacy issues.

It was agreed that the CCTV would be directed at the entrance of the car park and not towards other houses, although anyone entering the hall will be filmed. Amanda suggested that CCTV should cover the side of the Hall by the kitchen door and entrance to the path to the school and church. Campie confirmed she will speak to Richard to ensure this area is included in CCTV coverage. The Parish Council has no objections to CCTV, but it needs to be for the Hall and not cover the village.

Decision	Action
Campie will request an updated quote for the total cost from Richard and speak to the school regarding how they operate their CCTV at the school gate within GDPR regulations	Campie
All in favour	

8. Any Other Business:

9. Date of AGM and Next Meeting:

7.30pm on Wednesday 14th May 2025 in the Parish Hall.

The meeting closed at 9.45pm

Mark A Shipley

