

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Wednesday 11th February 2026
7.30pm at East Worlington 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, Jonathan Harford, Brian Edwards, Alice Rhodes, Phil Brown, Liz Guppy, Amanda Mastroddi, Nigel Pankhurst

Apologies: Angie Lunn, Maxine Difford,

2. Minutes:

| Decision | Action |
|---|---------------|
| The minutes of the meeting held on Wednesday 12 th November 2025 were approved All in favour | |

3. Matters Arising:

- i. **Parish Hall ownership and constitution** – Mark reported that the Parish Council sub-committee was due meet again in the next few weeks. Devon Communities Together have suggested that one of their experts could possibly help and is being contacted.
- ii. **Emergency contact group** – Mark confirmed he is shortly planning to carry out a test-run of WE Help. It will be emphasised that it is for emergencies only but should not take the place of a 999 phone call. What3words will be used for the location. Jonny suggested that there should be some sort of emergency guide for when it is to be used, for example, collecting the defibrillator.
- iii. **Costing procedures for cancelled/non-use Hall bookings** – Maggie reported that she had received an email from the school PTFA asking for money off their invoice when they had not actually used the Hall. Maggie queried whether it was acceptable to book the Hall with a view that it may or may not be used and then expect not to have to pay if it wasn't, as it prevented other parishioners from booking the Hall. The Committee agreed that a simple cancellation fee structure should be introduced, being easier to administer than an up-front booking fee.

| Decision | Action |
|---|--------------|
| Hall cancellation fees: 72 hours notice (3 days) – no payment Under 72 hours notice – 50% payment No notice – 100% payment | Maggie/Julie |
| Replace Hall booking fee schedule on outside notice board | Julie |
| All in favour | |

- iv. **Parish Hall store cupboard** – Amanda noted that the storage of the school’s PE equipment in the store cupboard off the stage, was a possible fire hazard and a health and safety issue. It was agreed by the Committee that the equipment therefore needed to be removed by the school. The Hall has only been booked for PE lessons up until half term (the end of this week) and should anyway be moved by Friday. Campie also noted that the school does not notify us beforehand if they are using the Hall and it was suggested that an upfront payment by the school for the use of the Hall should be considered.

| Decision | Action |
|--|--------------|
| Look at historical school use of the Hall to ascertain a possible up-front fee | Maggie/Julie |
| All in favour | |

CCTV for Parish Hall – Mark reported that he had drafted a message for the worlingtonpost outlining the Parish Hall proposal to install CCTV and giving residents the opportunity to give feedback on the plans. The recordings will only be kept for a week so and only viewed if there is an incident. It will be password protected. The cameras on the Hall will be fixed and only a small part of the road viewed and no properties. The total cost will be around £300. It was suggested the CCTV sign should be on the noticeboard outside. It was agreed that before the message goes on the worlingtonpost, a draft will first be sent to Committee members. If there are lots of objections once it is sent out on the worlingtonpost, the plans will be cancelled.

| Decision | Action |
|--|--------|
| Message to go on worlingtonpost outlining the CCTV proposals for the Parish Hall and requesting feedback | Mark |
| All in favour | |

4. Finance Report:

- i. **Update** – Jon reported that the total funds held by the Parish Hall amount to £41512.79 down from £43805.71 as at 12th November 2025. The decrease in funds was largely due to higher expenditure for the period, notably the annual insurance renewal of £1588.74.

The current balance consists of £1381.82 in the Lloyds cash account, £15951.98 in the Lloyds Fixed Term Deposit account, £4419.42 in the Lloyds Instant Access account, £10065.41 in the Lloyds 95 Day Notice account, £7951.30 in two CCLA accounts and £1742.86 in the cash tin.

Income since the start of the year, including the £4900 Batsworthy grant, is £17522.41 (£12622.41 excluding the grant) and year to date expenses are £11978.15.

- ii. **Lloyds Fixed Term Deposit renewal** – Jon notified the Committee that the Lloyds Fixed Term Deposit matures on 16th February 2026 with interest of £407.40, increasing the balance to £16359.38. The option to reinvest for one year is with an interest rate of 2.04% and an interest payment of £333.73 for the period.

The Committee considered whether in view of several large expenses during the year, a cashflow forecast with monthly income and expenses would be useful so that the periods of high expenditure could be clearly seen and aid forward planning.

Mark also suggested that funds raised from the Brunch raffle should be for the Parish Hall at times of high expenditure. It was agreed that further discussions on our funds and where they are held should be discussed at the next Committee meeting.

| Decision | Action |
|---|--------|
| The Lloyds Fixed Term Deposit to be reinvested | Jon |
| Jon to produce a cashflow/schedule of monthly income and expenses | Jon |
| All in favour | |

5. Events:

- i. **Brunch** – Campie reported that the February Brunch went well and was very busy. The raffle raised £101 for Devon Freewheelers Blood Bikes. There will be no Brunch in March due to the Crocus and Cream Tea event.
- ii. **Quiz Night** – 14th November 2025. Mark reported that it had been a successful community evening.
- iii. **Parish Christmas Lunch** – 10th December 2025 – Campie reported that although attendance was down from the previous year, it was a successful event and is planned again for this year. Some concerns were raised over the salmon option and the lack of a sauce, which will be looked at.
- iv. **Crocus and Cream Teas – 1st March & 8th March 2026** – Campie and Barnabas are again opening their garden as part of the National Open Garden Scheme. Cream Teas will be served in the Parish Hall, organised by Amanda, Maggie and Lindsay, with the help of other volunteers. Funds raised will go to the Parish Hall. Card payments will be accepted using Sum Up.

- v. **Richard Folkes Talk – 18th April 2026** – Tickets are now available online through the website.
- vi. **Riverside Rocks – 10th July 2026** – The price of tickets will remain unchanged from last year. Mark suggested having a QR code on the posters, which will provide booking information.
- vii. **Any other future events** – A date was agreed with Brian for a **Pub Night** on Saturday 16th May 2026. Further details to follow.

A **Film Night** showing 'The Choral' is being planned by Mark for the end of March 2026, depending on availability.

Bingo Night – Following the reported success of the Bingo Night held by Thelbridge Parish Hall, it was suggested that a similar event should be held in our Parish Hall. Campie will ask Marion and Dave if they would be willing to organise the event.

Liz suggested the possibility of organising the sale of good condition pre-loved books, to raise funds for the Parish Hall, which would be wrapped as presents to buy. Further details to be considered.

A previously suggested, a Casino Night, as held at a Christmas event in a local hotel, has proved to be too expensive for a fundraising event.

- 6. **Fire and Health and Safety Risk assessment and Checks:** Brian again confirmed that the fire alarm and fire extinguishers were all maintained and working.

7. **Maintenance:**

- i. **Replacement windows update** – Jonny reported that Dave Chapple has made the windows and will check if the price has remained the same as the quote was given some months before the Batsworthy funding was obtained. Nobbie will be able to fit the windows at the end of March at a price of £600. It was noted that it would be better if the windows could possibly be stored in Dave Chapple's workshop rather than being delivered to the Hall. Jon will give notice to Lloyds to withdraw the Batsworthy funds when he returns from holiday.

8. **Any Other Business:**

Brian thanked Jon and Sally for the wonderful Nativity Scene they created which was much appreciated by the members of the Committee and the Community. Jon confirmed he was willing to put up the scene again this year.

Campie asked if any members would consider joining the Parish Council.

9. **Date of AGM and Next Meeting:**

7.00pm on Wednesday 20th May 2026 in the Parish Hall.

The meeting closed at 9.02pm

