

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 12th September 2019
7.30pm at East Worlington Parish Hall

1. Present and Apologies and Welcome:

Present: Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Nigel Sedgwick, (Treasurer), Maxine Difford (Secretary), Brian Edwards, Jonathan Harford, Liz Guppy, Sandy Haughton, Angie Lunn, Philip Risdon.

Apologies: Ray Bassingthwaighe, Mia Bond, Shirley Moore, Lorna Manton (Booking Secretary).

In attendance: Jude Edmonds, Amanda Mastroddi, Lou Mastroddi.

2. Minutes:

Steve welcomed the Committee back to the first meeting in the refurbished hall. All the points for action from the last meeting have been moved along.

Decision	Action
The minutes of the meeting held on Thursday 11 th July 2019 were approved and signed. All in favour	

3. Matters Arising:

- i. **Annual Report** – Steve advised this can be located at <http://www.eastworlingtonparishhall.btck.co.uk/ParishHallDocuments> and Maxine confirmed it had been registered with the Charity Commission, together with the Annual Return.
- ii. **Annual Parish Magazine Articles** – Steve confirmed he had written and circulated these and as such we will be represented in the annual Parish Magazine.
- iii. **Hallmark** – Maxine confirmed we are almost ready to invite the Hallmark assessors to visit and will contact them to suggest some dates later in October. Minimum of two committee members and maximum of four to attend assessment meeting. Information to show the assessors is outlined below.

Decision	Action
The following is required: <ul style="list-style-type: none">• Daily record of all receipts and payments (book or computer records)• Booking diary/calendar• Steve to check policy documents to ensure they are up to date• Risk Assessment and talk to Richard Boyle re. Fire Alarm	Nigel Lorna Steve Brian

- iv. **Internet Connectivity** – A Broadband and WI-FI Internet Provision report had been produced and appears in the supporting information.

Decision	Action
Requirement for broadband and Wi-Fi not currently required. All in favour	

- v. **Heritage Group Activity** – Liz and Sandy confirmed that progress had been made and cupboards to match Philip's have been delivered and they will be gradually filled up with the archive material; all the equipment to progress the project is now available to us. Maxine has returned at least 15 year's secretarial archive material to the hall. Nigel advised he has financial archive material too. The next step is to go through it all and scan and upload the relevant material to the website. A call out to the community for further village heritage information is to be made and It was suggested that community members who are not part of the committee may wish to be involved eventually. It was acknowledged that this project will be ongoing for some time.

4. Finance:

- i. **Treasurer's Report** – Nigel circulated an Accounts Balance as of 12 September 2019. We have assets of £31,381.85 but there are a few bills yet to come in. We should eventually have a healthy £24,000.00 left. There was no fundraising on the report as the hall has been closed and the recent brunch will appear in the next figures.

Nigel will keep an eye on the on-going costs and produce a business plan going forward. We need to provide for future maintenance costs and ensure we are saving sufficient funds for future thatching and render requirements.

- ii. **Foyer Project and External Area Project** - The community hub came in above budget but has all been paid. Everything has been completed except the noticeboards which will go up shortly.
- iii. **Rock, Jazz and Blues by the River** – Steve advised this was very successful and the next one will be on 18th July 2020. £3,600.00 was taken plus £795.00 from the raffle. The band was £1,200.00 and other costs came to £600.00 leaving a net profit of £2,595.

Decision	Action
£1,000.00 each to Devon Air Ambulance and Hospice at home. Leaving £595.00 for the hall. All in favour Look at finances on a year by year basis to decide how much to donate to other charities.	All

Campie advised that the community had been pleased to know that other charities had also benefited. She showed the Committee a thank you letter from the Air Ambulance which will go on display.

- iv. **Review 2p Collection** – Liz advised that there are 38 x 2p per metre and 61,155 per mile. We have 13,677.

Decision	Action
Continue to collect and put information on the website. Pay into Parish Hall account the current 2ps. Need collating into bags.	All Steve Volunteers to attend a 'bagging' evening with refreshments.

5. Business Plan:

i. Long Term Improvement Plan – Steve advised that with the completion of the foyer and community hub the 10 year plan could now be closed as the efforts of the committee and community had achieved the objectives. The plan came into being following a survey of the community as to what they wanted to do with the Parish Hall and a major refurbishment was the outcome. Funding would not have been available for general maintenance but was for producing the renovated hall, refit and community hub. This has been achieved to a high standard and the hall is in an excellent state for use by the entire community for many years to come. Campie thanked Steve on behalf of the Committee for being the driving force behind this project.

Decision	Action
Put timeline and achievements on website. Make it clear that the finances are all in the public domain. All in favour.	Steve

- ii. **Business Plan 2019/20** – Steve advised that although the major works have been completed fundraising through regular events such as the brunch, pub nights, quiz, etc need to continue to ensure the upkeep and running costs of the hall are covered. Nigel's report will enable us to ascertain these costs. Jonny advised the Batsworthy Fund will be available for another 21 years and should be in a position to provide us with future assistance with regards to window refurbishment, potential car park, internal decoration, etc.
- iii. **Land Transfer** – Rev.d Adrian Wells has been given the task of moving the transfer of the carpark land from the Church to the Parish Council. It is still with the Diocese Office solicitors. Some time ago we offered to contribute to the cost in principle but need an estimate before agreeing.
- iv. **Defibrillator** – Campie advised that to purchase and take ownership of a Red Cross defibrillator is £1,566.00 + VAT including paediatric leads and case. Brian advised that the Community Heartbeat Trust is £175.00 per year plus a one off initial cost of £2,500.00 and their machine is upgraded when necessary and replaced if used. All machines need checking regularly.

Decision	Action
Wait for PCC meeting in two weeks as considered more their responsibility to make payments and governance.	
Speak to Witheridge/Chawleigh regarding their arrangements.	Campie/Liz

- v. **Review of Chairs and Actions** – The new chairs are now in use. See Steve's paper.

Decision	Action
Retain plastic chairs for outside use and to hire out.	
Sell now surplus red fabric chairs and arm chairs and purchase 10 new arm chairs with the proceeds + fundraising. All in favour	
Ask for sample armchairs with silver and bronze frames.	Decide if it is worth spending extra for silver frames (see costings on Steve's paper).

- vi. **Wall Hangings** – Have been cleaned where necessary and all in situ as 2014. The Memorial will be hung in the foyer. A big thank you to Lou, Amanda and Brian for their hard work.
- vii. **Winnie's Bench** – has been delivered with a commemorative plaque. It will go outside when the noticeboards have been erected.

Decision	Action
At the next brunch we will say a thank you to Winnie. All in favour	

- viii. **School Storage Request** – the school have asked if they can have a storage space 6 x 4 feet for gym horses and benches and PE mats. They also asked if they could have a contract.

Decision	Action
Agreed possible in principle and there should still be room for our computer trolley.	Campie, Amanda and Lou to attend trail run on 4.30 pm on Tuesday. If they fit, then a contract is feasible.
If a contract is agreed a damage agreement may be necessary	

6. Membership Roles and Responsibilities:

i. Chairman role

Decision	Action
Committee to continue looking for a volunteer within their ranks or externally to eventually take over the Chair.	Advise Maxine if a suitable candidate comes to light.

ii. Community Hub: Services Provided – Welcome pack/Website/Email

Distribution/Publicity are all generated by Steve at the moment. Someone else will be required to take these over eventually.

Decision	Action
Circulate Services to the Community List to be checked by Committee and updated by Steve.	All
Update the Welcome Pack	Steve

7. Policies:

i. Fire Safety Policy Review and Update

Brian advised that some updates are required with the Risk Assessment to do and he will speak to Richard Boyles regarding the fire alarm.

8. Improvement and Development:

- i. **Foyer Grand Opening** – Campie advised that lunch for guests will be at hers at 12.30 pm. The ribbon cutting ceremony will commence at 2.00 pm with a presentation from Steve, two songs by the school children and then the ribbon cutting followed by celebratory cake and afternoon tea. The school children, their parents, the builders and the community are all invited. Madeleine and Harry will present flowers to Jana Khayat.

Decision	Action
Volunteers to make/serve tea	Campie/Amanda
Car parking team required	Campie to speak to Ron

- ii. **Garfield Weston Plaque** – has been made in oak and will be put up in the foyer.

9. Repairs and Maintenance:

- i. **Report** – All in hand.
- ii. **Internal redecoration** - This will be kept on the radar. Big thanks to Lou and Amanda for their ongoing hard work. Strips will go on the corners of the new store to protect the plaster.
- iii. **Floor clean and reseal** - An estimate from the company who supplied the floor had been received but was cancelled as it is not required at present.

10. Marketing, Promotions and Communications

- i. **Monthly draw** – Remains popular and Steve has produced a new flyer to promote it and for inclusion in the Welcome Pack.
- ii. **Parish Hall Publicity** – Steve has produced a new Parish Hall leaflet in A5 and A4 folded.
- iii. **Hallmark** – needs Business Plan, Maintenance Strategy, Marketing Promotion Strategy and Health and Safety Update.

11. Activities and Events:

- i. **Talk by Steven Powells, Vet and Naturalist 1st November** – Flyer has been produced. 35 tickets already sold. Wine and nibbles to be provided. Please tell Campie if you can provide refreshments.
- ii. **November Brunch 10th November** – The November brunch falls on Armistice Day. Publicity to make clear the brunch is in conjunction with other commemorations, not in place of them. Minutes silence to be observed.
- iii. **Annual Community Quiz 15th November** – Michael will provide a written interval round (update – Jane Schofield to set questions and Mark Edmunds to be scorer).

Decision	Action
Price is to be £15.00 per table of 6. All in favour	

iv. Christmas Events

- a. **Tree** Nigel will collect on Friday 6th December. Campie to order it.
- b. **Christmas Lights Switch On.** Friday 6th December at 4.00 pm. Invite Cllr Jeremy Yabsley to turn on the lights. Invite school to be involved by singing carols / Christmas Songs (Angie to follow up with the school).
- c. **Christmas Lunch** 10th December in the Hall. Ron and Shirley to organise
- d. **Christmas Pub Night.** Friday, 20th December. Brian to co-ordinate organisation. Maxine to apply for a TEN alcohol licence. Jude to organise Ukulele entertainment, Christmas song singalong and Christmas Quiz.

12. Any Other Business

None.

13. Date of Next Meeting:

(Update) 7.30pm on Thursday 16th January 2020 at East Worlington Parish Hall

The meeting closed at 9.40 pm