

**EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE**  
**Minutes of meeting held on Thursday 14<sup>th</sup> January 2016**  
**At 7.30pm in East Worlington Primary School**

**1. Present and Apologies:**

**Present:** Steve Baber (Chairman), Campie Hurst Bannister (Vice Chairman), Miya Bond (Treasurer), Rachel Jenkins, (Secretary), Lorna Manton (Booking Secretary), Terry Pullen, Sandy Haughton, Brian Edwards, Winnie Corley, Liz Guppy.

**Apologies:** Philip Risdon.

Also present: Ron Moore, Richard Boxall.

**2. Minutes:**

Decision	Action
The minutes of the meeting held on Thursday 12 <sup>th</sup> November 2015 were approved and signed. <b>All in favour</b>	

The building works were discussed next.

**8 Improvement and Development:**

**i. Conservation and Improvement Building Project Update – (for information)** Richard (Boxall) told the meeting that Phase 1 of the building works had been completed and it had all gone well. Phase 2 had started. All the asbestos had been removed and the internal scaffolding was in place to enable the builder to work on the roof structure. Regarding the roof, the builder has mentioned that 2 bearing plates need replacing, but this is all in hand. The thatching was also starting. He mentioned that the installation of the new oil tank didn't work out quite as intended and therefore additional alterations had been required resulting in a bigger cupboard and an upgraded oil tank. Richard had brought samples of the wood that the builder was going to use for the new stage and the upper gallery. This was oak. Richard told the meeting the builder was proposing that for hidden timber he would use soft wood to keep the cost down. This was felt to be a good idea.

Decision	Action
To approve oak wood samples for the new stage and gallery area and also the use of soft wood for any "hidden timber" needed in the construction of the stage. <b>All in favour</b>	

The cost of the stage is about £14,000. Steve mentioned that Judith was trying to find some funding or grant to help cover the cost of this. The possibility of the works to the kitchen being undertaken once the builder has completed Phase 2 was then discussed.

**v. Kitchen Refurbishment Project (for discussion and decision)**

It is estimated that these works will cost in the region of £15,000. Richard had prepared drawings for 3 different kitchen layouts for information and discussion. It was felt that layout 3 but with the cooker moved to the right was the best design. The existing cooker and fridge will be kept but a new extractor hood will be purchased.

<b>Decision</b>	<b>Action</b>
To use Kitchen Layout 3 but with the cooker moved to the right as the design for the new kitchen <b>All in favour</b>	

The roof windows will need to be moved and the possibility of replacing these will be considered at a future date when the financial situation is clearer. The possibility of replacing part of the existing kitchen roof with slates was also mentioned but, again, this will, be discussed further at a later date when the financial situation has been re-evaluated. It was mentioned that once the works to the kitchen were completed, with the additional insulation, a door that fits and underfloor heating, the room will be much warmer. It was felt that it would be good to continue with the improvements works to the Hall and get the kitchen works completed but this would depend on what money was available. Steve mentioned that Judith is busy looking for any grants and awards that we may be able to access. Richard said he was willing to apply for listed building consent for the kitchen works if the committee would like him to. The decision was made to apply for the consent.

<b>Decision</b>	<b>Action</b>
To apply for listed building consent for the proposed works to the kitchen <b>All in favour</b>	

**ii. Branding – Naming the Hall/Features (for discussion and decision)**

The possibility of naming certain parts and/or features of the hall after local families was raised. A discussion followed and the feeling was that this was not necessary.

<b>Decision</b>	<b>Action</b>
Not to name parts or features of the hall after local families <b>All in favour</b>	

**iii. Hall Decoration (for discussion and decision)** A discussion took place regarding the most suitable colours. It was felt that earthy colours would be most suitable. It was also felt that the colours need to be light. Liz and Lorna will look at charts and choose a few colours.

<b>Decision</b>	<b>Action</b>
To narrow down the choice of colours for painting the hall	Liz and Lorna

This selection will be circulated to other members for their preferences to be noted.

<b>Decision</b>	<b>Action</b>
Indicate colour preference on circulating list	All other members

This will enable a final decision to be made.

**iv. Soft Furnishing (for discussion and decision)** it was decided that the stage curtains would be repaired and rehung. The question was raised as to whether curtains for the windows would be desirable/necessary? This was not felt to be necessary at the moment. The re-hanging of the wall hangings was discussed and it was decided to wait until the hall is finished before deciding if (and where) these are to be re-hung.

### 3. Matters Arising:

- i. **Monthly Draw** Steve told the meeting that ideas as to how to promote this and sell more numbers were being worked on. It was felt that when the hall works were completed and people were invited to an “opening event” the draw could be publicised and promoted then.  
The draw was made for the monthly winner and number 8 was drawn (Graham Boyles)

### 4. Finance:

- i. **Treasurer’s Report (for information)** Miya had prepared finance reports for the period 1<sup>st</sup> April – 31<sup>st</sup> December 2015 which showed a total of £106,477.88 in various accounts. She told the meeting that several of the grants had been “called in” to pay for the building works so far. Miya is confident that there is sufficient money to complete phase two of the building works. She told the meeting that there were two invoices outstanding, one for £21 to Jenny Southwood, which is quite old and a recent one to Chulmleigh Academy Trust about which Terry said he would enquire.
- ii. **Update on Grants and Funding (for information)** Steve informed the meeting that this week Judith had managed to secure a grant from the Bernard Sunley Charitable Foundation for £2,000. An application to Devon Community Foundation is also underway.  
Steve mentioned that he has been contacted by Sue Croft to say that there was possibly £300 that the Parish Hall Fund could receive if there was something specific it could buy/go towards. Ideas were put forward for either paying/going towards the extractor hood and/or paint for the hall.  
Steve informed the meeting that he had updated the website and put the funders details on it
- iii. **Fund-raising strategies**
  - a. **Parish Information and Appeal** It was felt it would be a good idea to send out information to everyone in the community when the re-opening of the hall event is held. It was also suggested that some sort of appeal for donations toward further works could be made at the same time. This was felt to be a good suggestion and will be discussed further when the timescale for the re-opening event is more certain.
  - b. **Company Sponsorship Appeal** This idea was felt to be a possibility and will be looked into further.
  - c. **Artist Donations and Sale** Steve suggested that an auction of local artists’ work might be a possibility as a fund raiser. This was felt to be an excellent idea. This was briefly discussed but it was felt that this was quite involved and so will be left alone at the moment.
  - d. **Reaching Communities (National Lottery)** Steve told the meeting that there is the possibility of obtaining money from the National Lottery if anyone was willing to complete and submit the paperwork.

### 5. Business Plan:

- i. **Heritage Group Report (for information)** Steve said that the Heritage Group continues to meet and that minutes of the meetings are always available for anyone who is interested.
- ii. **Hiring and Charging Policy** Lorna had done a lot of research into how much other village halls charged for hire etc. and she presented this

information to the meeting for discussion. It was felt the three different scales of charge should be maintained. At present these rates are £4.50 per hour for the school, £7.00 an hour for community members and £14.00 an hour for others. These changes do not include heating, which is obtained by putting £1 coins in a metre. When the hall is reopened rates will include heating. After discussion it was felt that as the new hire rates would be inclusive of heating, a rise of 20% would seem appropriate.

- iii. **Storing Equipment and Hall Allowed Use** The subject of storage was raised and the fact that there were a lot of things, such as the chairs and table tennis tables, which would require storing in the hall space once the building works are finished. Whilst it was agreed this isn't ideal it was felt that until the building work on the porch is completed there is no alternative.
- iv. **Devon Communities Together: Hallmark 2** Steve explained that this was a quality mark scheme. The question was asked whether this would help when applying for further grants and although there are no guarantees it was felt it might. Steve asked whether anyone would be prepared to take on the task of trying to achieve the Hallmark 2 standard for the hall. Terry volunteered to look into this.

Decision	Action
To investigate how Devon Communities Together Hallmark 2 might be achieved	Terry

- v. **Parish Magazine Sponsorship** Steve asked the group whether they felt it would be appropriate for the Parish Hall Committee to sponsor the Parish Magazine which is produced once a year. This was discussed and was felt to be a good idea. The sum of £50 sponsorship was decided upon

Decision	Action
To sponsor the Parish Magazine <b>Proposed:</b> Campie <b>Seconded:</b> Winnie	

## 6 Membership Roles and Responsibilities:

- i. **Attracting New Members – (for discussion) All.** Steve said, as always, we are always keen to attract new members and that any suggestions as to how this might be approached would be most welcome. The general feeling was that once the next stage of the building works was completed and the hall was back in use an effort could be made to do this.

## 7 Policies:

- ii. **Monthly Electric and Fire Safety Testing (report)** Brian reported that there were no issues to report. However, it was mentioned that an additional light in the walkway between the school and the village hall would be beneficial. Campie offered to approach Richard Boyles about this.

Decision	Action
To ask Richard Boyles about fitting another light in the walkway between the school and the village hall	Campie

## 9 Repairs and Maintenance

- i. **No Items**

## 10 Marketing, Promotions and Communications

- i. **Publicity** Steve said that he had sent out regular updates during the building work and would continue to do so, including updating the Facebook page. Others commented how well Steve was doing keeping everyone informed of the progress made.
- ii. **Devon Together (CCD) Article – (for information)** Steve said that he had been asked to write an article and needed to check with the committee that they were happy for him to write it. Everyone was happy for Steve to go ahead with this.

## 11 Activities and Events

- i. **Hall Project Completion/Launch Event (for discussion and decision)**  
It was felt that at the present time it was difficult to make a decision as to a date for this event as the completion date of the building works was still uncertain. This will be discussed further at the next meeting when hopefully more information will be available.
- ii. **2016 Events** The possible events for the forthcoming year were looked at and discussed. Dates for some were decided as shown below. The monthly brunch has been put on hold whilst the building works are carried out. It will recommence once these have been completed. The Crocus and Cream Teas event was mentioned with regard to the providing of the teas with the hall out of action. Arrangements will be firmed up with the school with regard to being able to use their kitchen facilities for this.

28 <sup>th</sup> Feb. 6 <sup>th</sup> March	Crocus and Cream Teas	
	Hall Opening Event	Date to be decided
Nov 2016	Auctioneers Event	
2/7/16	Jazz Night	
18/6/16	Duck Race and Dog Show	
11/6/16	Queen's 90 <sup>th</sup> Birthday	
27/8/16	Worlypics	
	2p Challenge	On going
	Monthly Brunch	Date to be decided
Feb 2017	Music Quiz	
14/10/16	Community Quiz	
Sept 2016	Talk by Archaeologist (Heritage)	
	Worlington Banquet of Local recipes (Heritage)	To be organised
	Cob workshop (Heritage)	To be organised
	Thatching workshop (Heritage)	To be organised
	Lime plastering workshop (Heritage)	To be organised
	Farm visit (Heritage)	To be organised
	Talk for Worlington WI (Heritage)	To be organised
	Talk for U3A (Heritage)	To be organised
	Creative writing workshop (Heritage)	To be organised
	Artistic workshop (Heritage)	To be organised
	Harvest Supper	1 <sup>st</sup> October 2016?
6 <sup>th</sup> August	Worlington Church Fete	
	Street theatre (2017)	

**12 Any Other Business**

Ron raised the question of car parking for the hall and how this might be resolved but it was felt that at the present time there is not an easy solution. This will need to be discussed again more fully at a future date.

**13 Date of Next Meeting**

7:30pm on Thursday 10th March 2016.

The meeting closed at 9.45pm.