

**EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE**  
**Minutes of an Extra-ordinary meeting held on Monday 8<sup>th</sup> February 2016**  
**At 7.00pm 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), Sandy Haughton, Brian Edwards, Winnie Corley, Philip Risdon, Liz Guppy.

**Apologies:** Terry Pullen.

Also present: Ron Moore.

**2. Main Agenda Item – Strategic Decision About the Completion of the Current Phase of the Project Based on the Financial Information Available:**

Steve thanked everyone for coming to the meeting and explained that it had been called because some decisions needed to be made with regard to specific parts of the current phase of works. Miya had prepared a report which illustrated the potential financial situation after the current authorised works are completed as well as showing the costs of having the additional works completed at this time (repairs to cills, repairing the crack in the gable wall, purchasing paint, and having the glazed doors). The report forecasts a balance of £1,106.22 in the bank account at the end of the project, having completed the additional works. This is allowing a £3,000 contingency and assuming fund raising income remains the same as in previous years. Miya said that Richard Boyles had looked at the outside lights and they needed rewiring and replacing. He would provide a quote to do this. She also said that the thatcher had needed to purchase some extra timber for the roof, but that this wasn't felt to be a significant extra expense. Miya mentioned that the builder is on a fixed price contract and is aware of the financial situation and that Judith, as always, is looking for further potential funding/grants. A discussion as to whether to have the additional works completed at this time then followed.

| <b>Decision</b>   | <b>Action</b> |
|---|---------------|
| To have the glazed doors<br><b>Proposed:</b> Campie<br><b>Seconded:</b> Liz<br><b>All in favour</b> |               |

| <b>Decision</b>   | <b>Action</b> |
|---|---------------|
| To have the cills repaired, the gable end repaired and buy the paint<br><b>Proposed:</b> Rachel<br><b>Seconded:</b> Lorna<br><b>All in favour</b> |               |

Campie mentioned that there are swifts that nest near the doors so before any work is done to these it is important that she is able to show the contractor where they nest.

Campie also mentioned that they still had 8 trees stored which they had retained for the village hall works. This is green oak and it was felt it might be suitable to use in the repairs to the cills or the making of the internal doors Campie said she would get Graham Hayden (the joiner) to have a look at it next week and offer an opinion.

Jane Schofield has shown an interest in buying the old floor boards when we have used those selected to form the floor of the gallery on the stage. Campie will ask her if she would also like to buy the old joists.

**3. Confirmation of:**

- a. **Contract with Main Contractor and Thatcher** Steve said that we have a JCT Contract with the builder (Richard Slee) and the thatcher (Richard Frost) had provided an estimate of works which had been accepted.
- b. **Health and Safety Arrangements** Steve told the meeting that the health and safety arrangements for the project were the contractors responsibility.
- c. **Insurance** Steve confirmed that Insurance for the project is in place. The policy has just been renewed. The premium had increased from the previous year but was still felt to be acceptable.

**4 Kitchen Project Update:** Steve informed the meeting that Richard Boxall had applied for Listed Building Consent. Campie mentioned that a lady from Howdens was coming to have a look at the Hall kitchen shortly and she would hopefully be able to provide some ideas/advice as to suitability/cost of units etc. Campie said it would be helpful to have the list of choices/preferences that people had made.

| Decision  | Action |
|---|--------|
| To let Campie have the details of choices/preferences with regard to possible kitchen units | Steve  |

**5 Confirmation of Event Dates:** The Crocus and Cream Teas event is being held on Sunday 28th February and Sunday 6th March. Campie asked whether it would be possible to also have use of the school library to set up tables for teas as she was worried about space, especially on 6th March, which is Mothering Sunday.

| Decision  | Action |
|---|--------|
| To ask Terry if the Library can be used for the Crocus and Cream Teas event | Steve  |

Liz suggested getting the tables and chairs set up for the cream teas on each Saturday to avoid unnecessary stress on the day. This was felt to be an excellent idea.

An event for the Queen's birthday has previously been suggested. Campie mentioned that Paula Townsend had contacted her to ask whether the Parish Hall Committee were organising anything. Paula has also asked about the possibility of commemorative mugs for the children. After discussion it was felt that it would be appropriate to do something to mark the occasion. The date of Saturday 11th June has been set and a "Big Breakfast" with the possibility of a community walk in the afternoon was thought to be a good idea. A "Pub Evening" was also mentioned as a possibility. The details of the day will be discussed further at the next full meeting. Whilst it was felt that the idea of mugs for the children was nice the cost/organisation of this was felt to be an issue. Campie was going to speak to Paula regarding this event.

The 27th August has been set as the date for the "Worly Olympics". Details of this will be discussed at the next full meeting.

The Jazz Night which is being held on 2nd July will also be discussed at the next full meeting.

The meeting closed at 8.10pm.