

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 11^h May 2017
7.30pm at East Worlington Parish Hall

1. Present and Apologies:

Present: Steve Baber (Chair), Miya Bond (Treasurer), Rachel Jenkins (Secretary), Lorna Manton (Booking Secretary), Brian Edwards, Sandy Haughton, Philip Risdon, Ray Bassingthwaite, Shirley Moore, Angie Lunn.
Apologies: Campie Hurst Bannister (Vice Chair), Jonathan Harford, Liz Guppy.
 Also present: Ron Moore.

2. Minutes:

| Decision | Action |
|--|--------|
| The minutes of the meeting held on Thursday 9 th March 2017 were approved and signed. All in favour | |

3. Matters Arising:

- i. **Environmentally-Friendly Policy and Strategy.** Steve informed the meeting that this was still to happen. He mentioned that having the policy would potentially help with grant application. It will be discussed again at the next meeting.
- ii. **Window Blinds.** The blinds, provided by Lindsey Harford, are in place. Johnny very kindly fitted them. It was mentioned that the blinds are so good you don't really notice them. Thanks were expressed to Lindsey and Johnny.
- iii. **Showing Films.** The possibility of showing films in the Hall was discussed. Whilst some felt it was a good idea others felt that it may only attract a few people, meaning that costs were not covered. Ray suggested asking people to subscribe to a club of some sort as this would be a good way to gauge interest. It was decided to write a piece for the local newsletter asking people to express an interest. This will be discussed again at a future date.

| Decision | Action |
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| To write a piece for the local newsletter regarding the possibility of holding film nights to gauge interest | Rachel |

- iv. **Installation of A/V cables – painting the walls.** There are some holes in the panelling which need to have covers fitted. The channels for the AV cabling in the wall needs repainting.

| Decision | Action |
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| To fit covers over the holes in the panelling. | Johnny |
| To repaint the wall | Ron |

4. Finance:

- i. Treasurer's Report (for information)** The finances had already been discussed at the AGM.
- ii. Thatching Fund – Allocation to Restricted Funds. How much money to transfer across was discussed.**

| Decision | Action |
|---|---------------|
| To transfer £1000 into the Thatching Fund Proposed: Lorna Seconded: Ray | |
| Transfer funds | Miya |

- iii. HLF Grant Application.** Steve informed the meeting that the grant application had been sent off and that he had been notified that the figures had been revised to exclude voluntary contributions as these didn't need to be included. There is approximately an 8 week turn around on the grant applications so hopefully we will have a response soon. It is being dealt with by the same grant officer who dealt with our previous award.
- iv. Batsworthy Wind Farm Community Grant.** The meeting was told that we had received a grant of 14,572.50 to be spent on electrical work, plumbing work for domestic water, kitchen units and a range of 'white goods'. The funds have to be spent within 12 months.
- v. Audio/Visual Equipment – Moving of Projector.** A protective basket is currently fitted around the projector to prevent damage from balls etc. This looks exactly like a supermarket shopping basket and many felt it looked unsightly. Steve had prepared a report which gave various options along with the associated costs; these were discussed.

| Decision | Action |
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| To move the projector to the top of the beam. Install a wooden board on top of the beam for the projector to sit on. Paint board black to blend in with the beam. Proposed: Miya Seconded: Shirley Majority in favour (7 for, 1 against) | Steve to confirm with Michael Blake, Brian Percival and Richard Boyles. |

- vi. Timber Pelmet to Hide Screen.** The possibility of having an oak pelmet to hide the screen was mentioned. It was felt that the cost of doing this needed to be known. Haydon's have been asked to provide an estimate. On receiving an estimate a decision to proceed could be made.
- vii. Brackets for Storeroom.** Ron asked for approval for the purchase of some steel brackets for the storeroom. There was some discussion as to whether an alternative sort of bracket would be suitable. It was felt that there was now a need/desire to get the storeroom completed as soon as possible.

| Decision | Action |
|---|--------|
| To approve the purchase of some steel brackets from Leach Brothers at a cost of £120 plus VAT Proposed: Ray Seconded: Rachel Majority in favour | |
| To Speak to Leach Brothers to organise the purchase of the brackets | Ron |

5. Business Plan:

- i. **Updated Business Plan.** A document produced by Steve had been circulated prior to the meeting to allow people time to read it. Steve had updated figures etc where indicative. This was looked through and discussed.

| Decision | Action |
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| To approve updated Business plan All in favour | |

- ii. **Updated Maintenance Schedule.** This document had also been circulated prior to the meeting.

| Decision | Action |
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| The Committee acknowledged they had seen the revised Maintenance Policy and Schedule All in favour. | |

- iii. **Heritage Learning Centre.** The question of where to store the archive of documents and artefacts was discussed. The suggestion was made to buy some cabinets, which could go on the balcony to store these. This was felt to be sensible.

| Decision | Action |
|---|--------|
| To purchase some storage cabinets Proposed: Sandy Seconded: Shirley | |
| To source some suitable cabinets | Miya |

The possibility of storing the W.I. crockery in the Hall was then discussed. Shirley said there is a lot of it and the WI had decided to store it at the regional office. As the WI does not exist anymore the issue of ownership, liability and insurance was raised. The Committee considered this was a WI issue.

| Decision | Action |
|--|---------|
| To report back to Jean that unfortunately the crockery is not a Parish Hall issue. | Shirley |

- iv. **Donation of Mugs and Plastic Cups.** Steve told the meeting that some mugs and plastic cups had been donated to the Hall. It was suggested that the plastic cups would be very useful to use at the next “pub night”. However, it was felt that the mugs which were marked with another parishes logo were not needed as there are already plenty in the Hall. Ray informed the Committee that he knew someone who might be able to overprint them. He volunteered to take them and clarify if they could be reused. This was felt to be a good idea.

6. Membership Roles and Responsibilities:

No items to deal with.

7. Policies:

- i. **Fire and H&S Risk Assessment and Checks.** Brian read a report to the group in which he mentioned that the Fire Safety Log Book had been updated following the re-opening of the Hall last year. He confirmed that monthly checks of the fire alarms and emergency lighting were being carried out and that the electrical system was professionally checked on a regular basis. Brian also said that an accident book is kept on the premises and that there are no accidents to report for the previous period. Brian was thanked by those present for doing/organising the required checks and maintaining the resulting records.
- ii. **School Hire of Hall.** A report prepared by Lorna had been circulated prior to the meeting. The school have requested to hire the Hall for a few hours a day from 19th-June – 28th June. There are two other bookings for the Hall during this time and, whilst times don’t clash, the stage blocks the school will be using in the Hall could potentially cause a problem. Members of the Committee had already volunteered to help the school when they needed to move them. Angie informed the meeting that she felt that parents would help if asked.

| Decision | Action |
|---|--------|
| <p>To agree the hire of the Hall to the school but arrange for the blocks to be moved onto the stage for the time of the 2 other bookings.</p> <p>All approved</p> | |

The other question that was raised was how many hours to bill the school for during this hire period. It was confirmed that they would be charged for the hours that they used the Hall.

8. Improvement and Development

- i. **Windows to Front of Hall.** Steve informed the meeting that permission to replace the windows had been refused and that we have now been told that permission will only be granted to repair the windows. David Chapple has declined to quote to do a repair and the quote from Haydons hasn’t been received yet, although they have expressed concern that a repair isn’t the best solution.

| Decision | Action |
|---|--------|
| To await estimate form Haydons before taking any further action regarding the windows. All in favour. | |

- ii. **Kitchen Project.** Steve had prepared a report for information detailing things that will need to be decided as and when funding is secured for the project. These will be discussed at a later date.
- iii. **Snagging List for the Parish Hall.** Steve said he is meeting with Richard Boxall at the Hall to prepare a snagging list which will be sent to the builder, Richard Slee.
- iv. **External Render** A quote had been received from Steven Leach for £9,812.50. The quote from Leon Gooding is expected soon. Once this is received the matter will be discussed again.

9. Repairs and Maintenance:

- i. **Repairs and Maintenance Plan.** There were no items for the list.

10. Marketing, Promotions and Communications:

- i. **Parish Hall Newsletter.** This is not being produced at the current time.

11. Activities and Events:

- i. **Barn Dance.** This event is taking place on 10th June. Brian agreed to run the bar and Shirley agreed to contribute to the food for the evening.
- ii. **Jazz by the River.** Brian confirmed that tickets had been printed and that the working group had everything in hand. He said that the repairs to the trailer were going well. Some pictures were shown of the revamped trailer and everyone agreed it looks fantastic; Thanks were given to Brian for organising this

| Decision | Action |
|--|--------|
| To buy 2 sheets of 8x4 to complete the works to the trailer All approved | |

- iii. **Sir Hugh's Community Walk.** This has been organised for 28th May. Posters have been put up

12. Any Other Business

No items to deal with

13. Date of Next Meeting:

7.30pm on Thursday 13th July 2017

The meeting closed at 9.30pm.