

THURLESTONE PARISH HALL

COMMITTEE AND REPRESENTATIVES

as at June 2002

Chairman: Mr Rowland Cole, Joseph's Garden, West Buckland, TQ7 3AF
Tel. 561006

Treasurer Mr Bill Clarke, 22 Meadcombe Road, Thurlestone, TQ7 3TB
Tel. 561982

Secretary Mrs Gillian Marshall, Leaside, Ilbert Road, Thurlestone TQ7 3NY
Tel. 560214

Bowls Mr John Dayment, The Paddock, Aune Cross, Bantham TQ7 3AD
Tel. 560051

Friday Bridge Mrs Rosemary MacKay, 3B Landpath, Thurlestone, TQ7
Tel. 560758

Keep Fit Mrs Liz Worrall, Beechlawn, Cross Park, Thurlestone TQ7 3LP
Tel. 562016

Parochial Church Council Mrs Louise Boxhall, Cedar Rose, Court Park Lane,
Thurlestone TQ7 3LX Tel. 560410

Thurlestone & South Milton Horticultural Show Mrs Pat MacDonald, 25 Mead Lane, Thurlestone TQ7 3PB
Tel. 560436

Thurlestone & West Buckland Womens' Institute Mrs Jo Parkin, Ardentigh, Court Lane, Thurlestone TQ7
Tel. 561215

Thurlestone Parish Council Mrs Veronica White, 7 Crosslands, Thurlestone TQ7 3TF
Tel. 560236

Wednesday Bridge Mrs Jeanne Barton, 4 Old Rectory Gdns, Thurlestone, TQ7 3PD
Tel. 560864

Parish Hall Booking Secretary Mrs Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7
Tel. 560688

Public Relations Representative: Mrs Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7
Tel. 560688

Caretaker: Mr Ray Tavender, Tel 561616

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Tel. 562016

Parochial Church Council Mrs Louise Boxhall, Cedar Rose, Court Park Lane,
Thurlestone TQ7 3LX Tel. 560410

Thurlestone & South Milton Horticultural Show Mr John Bevan, 1 Lambs Close, Thurlestone TQ7
Tel. 562074

Thurlestone & West Buckland Womens' Institute Mrs Jo Parkin, Ardentigh, Court Lane, Thurlestone TQ7
Tel. 561215

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THURLESTONE PARISH HALL

HIRE CHARGES AS FROM 1 JANUARY 2002

The following charges include the use of tables, chairs, china, cooker, electric lighting and hot water but not HEATING. The latter costs £1 for approximately 40 minutes, irrespective of the number of heaters in use. Under no circumstances must any other form of heating be used as it would contravene our terms of insurance the hirer of the Hall would be responsible for any ensuing costs.

	<u>Per Hour</u>
Parish Organisations (Bridge, Bowls, Keep Fit, W.I. etc) Plays, Pantomimes, concerts, Musical evenings Parish Meetings, Lectures etc Horticultural Show Jumble Sales, Car Boot Sales etc.	£3.60

All the above charges relate only to those events organised by, or for the benefit of, parishioners.

Devon County Council classes, Political Meetings, Receptions, Film Shows etc	£4.75
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Parish, District, County or General Elections	£5.25
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Discos or any other event with music for dancing (£10.00 deposit required)	£5.75
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Any other event	£5.75
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The minimum time for rental is 1 hour and please note that any preparation time in the hall may in part or whole incur an extra charge.

RENTAL CHARGES FOR EQUIPMENT FOR USE INDOORS AND WITHIN THE PARISH BOUNDARIES ONLY

Tables	£1 each
Chairs (subject to availability)	15p each
Crockery (subject to availability)	Discretion

All hirings are made on the strict understanding that any breakages or losses will be made good immediately, either with a similar article or by a mutually agreed sum of money.

SAFETY/SECURITY

Please note that Fire Doors are not to be opened except in case of emergency. They are not for ventilation. This may be achieved by opening windows. Always turn on **Emergency Exit** lights. The switch is on the right hand side of main doors into hall. These lights will remain on should there be a power cut. Please remember to switch off when you leave the hall.

ALL BOOKINGS TO BE MADE THROUGH THE BOOKING SECRETARY
Mrs Pat Crawford, Baidlands, Downs Road, Thurlestone. Tel 01548 560688

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 26 NOVEMBER 2001 AT 5.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
L Boxhall, P Crawford, R MacKay, V White, L Worrall

Apologies J Barton, J Parkin

The Chairman welcomed Louise Boxhall who had been nominated to represent the Parish Church Council.

1 The minutes of the meetings held on 15 October were approved and signed.

2 There were no matters arising.

3 **TREASURER'S REPORT**

Barclays Current & HIA £ 8,673.08

The Ladies Keep Fit evening of Music and Drama had raised £656 and there was also still monies coming from the WI Cream Teas.

Just over £36 was handed in by the Secretary as a donation from D Houghton. Thanks were given to the Keep Fit, WI and Rosemary MacKay who had asked for donations to the New Hall rather than presents at her 80th birthday party.

In particular a letter of thanks to be written to M Johnson for her donation of £15.

A meticulous list of all donations for the New Hall will be kept by the Treasurer.

4 **New Hall**

The Chairman explained that the Planners had indicated that they would not give approval for the height of 6.3m of the Hall which was the official height needed for league badminton. However the Committee proposed that we should apply for the maximum height allowed so that badminton could be played albeit not at league level. This was unanimously agreed and R Cole to contact M Northmore.

Action: R Cole

Hall repairs

Peter Banford had donated a cooker to replace the old one. A letter of thanks to be written by the Secretary.

Action: G Marshall

Bins

New bins were required with clips to stop the badgers tipping the rubbish out and hall hirers would be asked to take their empty bottles away and not put them in the bins.

Action: B Clarke/P Crawford

Hall Car Park Sign

2 quotes had been received and it was agreed that we should accept the quote of £132 plus VAT, from Sign Art and ask Ray Tavender to install.

Action: B Clarke

Car Park Fees

The annual rate would remain the same for 2002. ie. £30 pa.

However the hourly, daily and weekly rates had been increased and these would be shown on the new hall sign.

M Grose - New Hall Dedicated fund raiser

M Grose arrived at the meeting to discuss various issues re the new hall.

It was suggested that deadlines should be put into place.

A small grants application would be made for fees etc (approx £10k) by 1 Jan 2002

1 April 2002 - Finalise the project specification.

End April - Project out to tender - 3 tenders required.

Spring 2003 - We should aim to start building.

The main grant funding would hopefully come from the Lottery Community Funding.

User requirement details would be needed. These to be obtained from previous minutes by the Secretary.

We should continue our Fund Raising Projects.

Planning application to be made as soon as possible - hopefully within the next couple of weeks.

User groups would be encouraged to make applications of their own for various fundings.

Photographic Record

Joan Mackenzie had old albums of activities in the Hall and has offered to continue to take photos at no cost to the hall, of present day activities.

It was felt that a photographic record of the hall usage could be useful. P Crawford to take and liaise with J Mackenzie.

Unfortunately the meeting had to be curtailed at 6.40 pm as there was a hall booking for 6.30 and people were waiting outside.

The Chairman did, however, thank Liz Worrall and the Keep Fit ladies for an excellent and very well attended musical evening and congratulated her on the very good financial results too.

5 **DATE OF NEXT MEETING**

The next meeting will be held on 28 January 2002 at 5.30 pm

Signed (Chairman)

Date:
21-1-02

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 21 JANUARY 2002 AT 5.30 PM IN THE PARISH HALL**

Present B Clarke (Treasurer), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, J Dayment, R MacKay, J Parkin, L Worrall

1 **Apologies** R Cole, V White

2 The minutes of the meetings held on 26 November 2001, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

J Barton's son had faxed a proof of new stationery letter head. He also offered to get it printed - 300 sheets for £57 +VAT. This was approved by the committee and a letter of thanks to be written to Mr Tim Barton.

Action: G Marshall

4 **TREASURER'S REPORT**

Interest on Post Office a/c = £595 giving us a total of £14,455.80.
However our investment a/c was down £1300 to £10,527.01.
Fund raising for the new hall was £3,200 so far.

A third signatory was needed and G Marshall was proposed. However, signing of the necessary papers would have to wait for the Chairman's return from holiday.

5 **NEW HALL**

There was no information on the submission of the new Hall plans to the District Council.

Hall repairs

The new hall sign was on order and would be installed shortly.

ACTION: B Clarke

Untaxed Cars - G Marshall informed the Committee that the DCC had the power to remove untaxed cars from our car park under the Refuse Disposal Act of 1978. B Clarke to contact owners of the untaxed cars including M Blight and to make it clear to those paying for parking in the car park, that no untaxed cars were acceptable. If they were not removed within one month then we would contact the DCC with details. They would send an inspector who serves a 7 day notice. After this period they remove the car, store it for 21 days and then dispose of it if it has not been claimed.

ACTION: B Clarke

Dustbins A new boxed in area round the back of the hall had been built for the dustbins, thanks to Ray Tavender, in order to stop the badgers tipping the rubbish out.

6 **EVENTS**

Barn Dance - 16 February at 7.30 pm.
This was being organised by the Parochial Church Council in aid of the new hall funds. Tickets £7 each and £5 for under 16s.
G Worrall would obtain bar license.

Jubilee Raffle - It was agreed that a Jubilee Raffle should be organised also pro new hall funds. This should be organised as soon as possible in order to start selling tickets well in advance. Draw to be held perhaps at one of the Jubilee events. A meeting to discuss the Jubilee was being held by the Parish Council on 28 January. G Marshall to represent the Parish Hall.

ACTION: G Marshall

7 **AOB**

P Crawford would place a large bottle in the hall on the kitchen counter so that loose change could be collected pro hall funds.

ACTION: P Crawford

8 **DATE OF NEXT MEETING**

The next meeting would take place on 4 March 2002 at 5.30 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting adjourned at 6.20 pm.

Signed  (Chairman)

Date: 4.3.02

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 4 MARCH 2002 AT 5.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), G Marshall (Secretary)
L Boxhall, P Crawford, R MacKay, J Parkin, L Worrall

1 **Apologies** B Clarke (Treasurer), J Barton, V White

2 The minutes of the meetings held on 21 January 2002, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

- The new letterhead paper, designed by T Barton, had been printed. The Secretary had written a letter of thanks to Mr Barton for his kind help.
- A giant bottle had been placed on the kitchen counter in the hall for small change pro the new Parish Hall funds.
- The Lottery fee had been renewed.

4 **TREASURER'S REPORT**

In the absence of the Treasurer, the Chairman reported that Mr A Chapman was kindly auditing our accounts for the AGM.
We currently have a surplus over expenses and there is approximately £35,000 in the kitty.
£3,200 has been raised towards the new hall.
The WI contribution would be in the region of £400.

5 **NEW HALL**

M Northmore had submitted the plans to the District Council for approval. They had informed MN that the roof at the front of the hall should be "hipped" - ie slanted backwards slightly. MN would be writing to the Planning Officer to acquiesce to this request rather than delay matters any further.
Hopefully planning permission would be given before the AGM.
The Village Voice had requested storage space in the new hall for the copier etc.

Hall repairs

A radiator needed fixing and a gutter round the back also needed repair. R Cole to contact R Tavender.

ACTION: R Cole

Untaxed Cars -

There was no information on this problem as B Clarke was not at the meeting. However, it was agreed that the annual fee for holiday homes should be increased to £50.

ACTION: B Clarke

Hall Sign - Check with B Clarke whether this has been ordered.

ACTION: R Cole & B Clarke

6 **EVENTS**

Barn Dance - held 16 February and organised by the Parish Church Council had been a great success and had raised over £400 although the final figure was not yet available. The Chairman asked L Boxhall to pass on the Committee's thanks to the Church for their support.

ACTION: L Boxhall

Jubilee Raffle - Being organised by G Marshall. A good 1st prize was badly needed and the raffle could not go ahead until we had this.

ACTION: G Marshall

Jubilee Events -

Decorate the hall. R Cole to look into acquiring more bunting such as Union Jacks.

ACTION: R Cole

Cream tea - to be discussed at the next Parish Council meeting (on 10 March) which is coordinating Jubilee events.

7 **AOB**

V White had requested that the school should pay a reduced fee of £25 per term as they were only using the hall for one booking a week instead of three. This was accepted.

ACTION: V White, B Clarke

8 **DATE OF NEXT MEETING**

The next meeting will be the AGM and will take place on Monday 18 March 2002 at 7.30 pm. The Chairman asked the Committee members to encourage members of each group using the hall to attend this meeting.
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting adjourned at 7.00 pm.

Signed  (Chairman)

Date: 

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
MONDAY 18 MARCH 2002 AT 7.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
P Crawford, J Dayment, R MacKay, J Parkin, V White, L Worrall.
+ 19 members of the public

1 APOLOGIES

L Boxhall, J Barton, K Marshall and M Grose.

2 MINUTES OF 2001 AGM

The minutes of the previous AGM held on 14 March 2001, having been circulated, were approved and signed by the Chairman. Proposed by J Crawford and seconded by P Hurrell. There was one amendment: P Banford to read P Bamford.

3 CHAIRMAN'S REPORT

The Chairman warmly welcomed all those present.

New Hall

Plans for the new hall had been sent to the South Hams District Council. They had asked us to make one alteration - the gable end of the Hall facing the road should be 'hipped'. We had acquiesced to this request but had been asked to submit another revised set of plans which would be reconsidered on 21 April by the Planning Committee.

The Chairman expressed thanks to all those who had so generously raised or donated funds towards the new Hall.

The Chairman also expressed his appreciation to all Committee Members for their support. Particularly thanks were given to B Clarke (Treasurer) for looking after the finances and administration, G Marshall (Secretary), P Crawford (Bookings Secretary) and R Tavender for keeping the Hall in such good order.

Special thanks to M Northmore for all his hard work in drawing up and presenting the plans for the new Hall. Also to J Mackenzie who had kindly offered to keep a photographic record of activities in the Hall.

The Chairman also recorded his appreciation to Alan Chapman for an excellent set of accounts and proposed that he should be re-elected Auditor for 2002. This was seconded by J Parkin.

4 ANNUAL ACCOUNTS

The audited accounts were circulated to all present. This year our hiring fees were up £1,000 on the previous year and the revenue from the Car Park had also increased substantially. The main item of expense was for acquiring an Electricity Certificate. The accounts were approved - Proposed by P Hurrell and seconded by L Hubbard..

The Treasurer expressed thanks to the Village Voice for photocopying our accounts.

5 MATTERS ARISING

There were no matters arising.

6 ELECTION OF OFFICERS

At this stage V White took over the proceedings.

In the absence of any nominations

The Chairman was re-elected. Proposed by C Mitchelmore, seconded by J Dayment

The Treasurer was re-elected. Proposed by J Crawford, seconded by J Dayment

The Secretary was re-elected. Proposed by J Mackenzie, seconded by J Parkin.

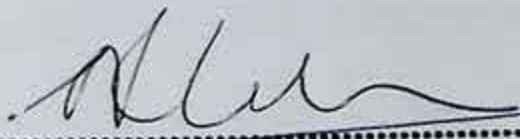
7 AOB

J Parkin queried the submission of revised plans for the new Hall and it was explained that the SHDC had requested this in a letter to M Northmore.

R MacKay asked about untaxed cars abandoned in the car park. The Chairman would ask the SHDC to remove them after having tried to contact the owners.

Mrs P MacDonald thanked the Chairman and all his fellow officers for their hard work.

The meeting closed at 7.57 pm

Signed  (Chairman)

Date: 28 April 2003

Trustees Report :

The Managing Committee present their Report for the Year ended 31 December 2001.

The Managing Committee as at 31 December 2001 and their appointing body where appropriate were:

Rowland Cole :	Chairman
Mrs. Gillian Marshall	Secretary
William H Clarke	Treasurer
Mrs. Louise Boxhall	Parochial Church Council
Mrs. Jeanne Barton	Wednesday Bridge
Mrs. Rosemary Mackay	Friday Bridge
John Dayment	Bowls
Mrs. Jo Parkin	Thurlestone & West Buckland Women's' Institute
Mrs. Liz Worrall	Keep Fit
John Bevan	Thurlestone & South Milton Horticulture Show
Mrs. Veronica White	Thurlestone Parish Council

The Officers are elected at the Annual General Meeting whilst the constituent members are selected by their representative body

The Hall Booking Secretary is Mrs. Pat Crawford

The Annual General Meeting is held in March or April each year.

The Charity was established pursuant to a conveyance of Land between Mrs. E M Yeo and the Trustees of the Thurlestone Parish Hall dated 21 April 1938 and is registered with the Charity Commission No 282906. The Charity's address is the Parish Hall Thurlestone although the correspondence address is usually that of the Chairman from time to time.

Objects, Organisation and Activities :

The Charity was established for the purposes of physical and mental recreation and social moral and intellectual development through the medium of reading and recreation rooms, library, classes recreation and entertainment or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Thurlestone in the County of Devon and its immediate vicinity

The Parish Hall is available for hire by individuals or organisations and the scale of charges is intended to be sufficient to generate enough income to meet all expenditure incurred in providing the Hall.

It has always been accepted that the costs of improvements or substantial repairs would have to be met by special fund raising events.

The past year has shown continued high usage and an increasing use by individuals and outside organisations. We are satisfied that the Hall supplies an important need within the local community.

Finances:

The attached Financial Statement shows the current state of finances and which the Committee consider to be sound. The Committee thanks all who supported the Hall in the past year .

The Future of the Hall .

Following on from last year it was finally decided to opt for a full rebuilding and after some further preparatory work with the consultant a full application for planning permission was submitted in February 2002. At the date of this report we have not been notified of the outcome of that application but do not envisage any difficulty with it. Once permission is granted the work will be put out to tender and only after that will full fundraising and grant applications be commenced. Please note that any fund raising activities will be for " Parish Hall Funds " and not specifically for " Rebuilding " .

The Charity's bankers are Barclays Bank PLC Kingsbridge

The independent examiner is Alan Chapman FCCA a resident of the adjacent village , South Milton.

Rowland Cole
Chairman on behalf of the Managing Committee
March 2002

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 29 APRIL 2002 AT 5.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
L Boxhall, P Crawford, R MacKay, J Parkin, V White, L Worrall
and M Grose (first part of the meeting).

M Grose (our fund raiser) explained what the requisites were in order to complete our application for the Community Fund (ie National Lottery funding). We will need a Quantity Surveyor's Report and a Structural Engineers Report. We could perhaps ask P Carpenter to do the latter but the former would certainly have to be paid for. MG to liaise with Malcolm Northmore. It is important that we prove the need for the construction of a new hall. The Chairman would ask all our user groups for a letter explaining their particular need for a new hall. The cost estimated for the new hall was in the region of £150,000 - £200,000. A Project Meeting would be called on an ad hoc basis. The Chairman thank MG for attending the meeting.

1 **Apologies** J Barton

2 The minutes of the meetings held on 4 March 2002, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

V White expressed thanks on behalf of the school for the reduction in fees to £25.

4 **TREASURER'S REPORT**

Barclays Bank £5,312.27 (Some of this would be moved to our HICA)
We had a surplus so far this year of £2,539.06.
Donations in 2002 amounted to £2,900.
The Secretary handed the Treasurer a further donation from D Houghton of £33.75.

5 **NEW HALL**

Planning permission had now been received. The Chairman reiterated his request that each user group should write a letter stating what their requirements were and thus justifying the building of a new hall. Photos should be taken of faults in our present hall such as damp, leaking roof, back dilapidated room etc. Bookings should continue to be taken as usual. There would be a need to agree the internal specifications and also to discuss details with Bolt View re their workshop leaning against the back of the hall and the right of way during the demolition/construction period.

ACTION: B Clarke

The Chairman felt it was essential to keep the Parish informed of developments and he would write an article to be published in the next edition of the Village Voice.

ACTION: R Cole

Hall repairs

R Tavender had installed two new radiators and put in a new fire door exit from the back room as the previous one did not work properly.

Untaxed Cars -

All untaxed cars had been removed from the car park.

6 **EVENTS**

Jubilee Raffle - Being organised by G Marshall. It was agreed to take £100 from our funds to use as a 1st prize.

ACTION: G Marshall

Jubilee Events -

Cream Teas - to be held on Sunday 2 June at the Old Rectory Gardens. G Marshall to organise together with M Houghton (from the OR).

ACTION: G Marshall

G Marshall had acquired 4 x 10m bunting (Union Jacks) to decorate Hall. The Chairman had agreed to lend the hall free for the Patriotic Evening to be held on 4 June.

7 **AOB**

- The Chairman had been given the key to the old safe in the back room.
- The Bowls group had not yet organised an event pro the Hall funds. G Marshall to contact J Yeoman and R Cole to contact J Dayment.
- L Worrall said there was a possibility that a new Keep Fit representative would be appointed to the Committee in her place but would the Chairman clarify the responsibilities of a Trustee?

ACTION: R Cole

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 10 June 2002 at 5.30 pm. If anyone is unable to attend please advise the Secretary (tel. 560214) The meeting adjourned at 7.00 pm.

Signed (Chairman)

Date: 10.6.02

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 10 JUNE 2002 AT 5.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, P MacDonald, R MacKay, J Parkin,
V White, L Worrall

The Chairman welcomed Mrs Pat MacDonald who was replacing John Bevan as Representative of the Thurlestone and South Milton Horticultural Show.

1 **Apologies** B Clarke (Treasurer)

2 The minutes of the meetings held on 29 April 2002, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

The Chairman circulated copies of a document from the Charity Commission outlining the responsibilities of Charity Trustees. The question was asked as to who exactly were Trustees on the Committee. The Chairman would advise at the meeting.

ACTION: R Cole

It was pointed out that we 'must make sure that funds held for different purposes are kept in separate bank accounts'. The Treasurer to take note.

ACTION: B Clarke

4 **TREASURER'S REPORT**

In the absence of the Treasurer there was no report.

However the Secretary informed the Committee that £1,282.60 had been handed over to the Treasurer. This money had been raised as follows:

Golden Jubilee Raffle drawn 4/6	£874.10
Room raffle for a bottle of Single Malt Whisky 4/6	£ 78.00
Cream teas held at the Old Rectory 2/6	£330.50

5 **NEW HALL**

The Chairman had received, as requested, letters from the various hall user groups outlining their requirements for a new hall. There were still a few outstanding letters. A Quantity Surveyor's report would be required in order to present our application for National Lottery Funding. This would entail a lot more work for Malcolm Northmore who would have to produce detailed requirements. A meeting was scheduled to be held on 29 June with the Chairman, Martyn Grose and Malcolm Northmore.

J Barton asked whether we would need to raise a certain sum of money in order to qualify for Lottery Funding. The Chairman would investigate..

ACTION: R Cole

Acoustics for the new Hall should also be considered and V White would contact Alistair Durden, who occasionally organised concerts in the Hall, to write a letter to the Chairman along these lines.

ACTION: V White

It was also pointed out that the Village Voice would be another user of the New Hall, keeping their photocopier there and collating their bi-monthly magazine.

Hall repairs

One of the radiators was still not working. V White suggested a photograph should be taken of this and any other hall 'faults' to produce as further evidence for the need for a new hall.

It was pointed out that photos should also be taken of the Ladies toilets which were in a bad state of repair.

ACTION: R Cole/B Clarke

6 **EVENTS**

The **Bantham Sailing Club** is organising a **Bantham Bash** to be held on Saturday, **24 August**. They have kindly offered to give 50% of their takings towards the New Hall. They have also asked the Parish Hall Committee to provide help with running the bar on the evening. Tickets for the Bash are £15/head at tables of 10. You can take your own hamper or they can provide this too.

Autumn Fayre - Saturday, 21 September at 2 pm

The provisional outline of stall holders would be as follows:

WI	Cakes
Church	Books
Bridge	Bottle stall
Parish Council	Raffle
Keep Fit	Bric a Brac
Bowls	
Horticultural	Plants
?	Teas

Winter event - It was suggested that perhaps a Christmas evening could be held for the Parish along the lines of the Jubilee Patriotic Evening which had been so successful. A temporary booking was made for Saturday, 7 December and would be discussed further at the next meeting.

7 **AOB**

- There had been a break in on 20 May through a kitchen window. The thieves had been unsuccessful in obtaining monies from the electricity meter and the parking box. It was reported that the police had taken fingerprints.
- A framed picture had been donated to the Hall by the Evans Estates depicting Bantham in May 1936 for the Coronation of King George VI.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 22 July 2002 at 5.30 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting adjourned at 6.25 pm.

Signed  (Chairman)

Date: 

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 22 JULY 2002 AT 5.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, J Dayment, P MacDonald, R MacKay, J Parkin,
V White,

1 **Apologies** L Worrall

2 The minutes of the meetings held on 10 June 2002, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

The Chairman had obtained an information sheet re Trustee liability and trustee indemnity insurance which would be circulated to all Committee members.

4 **TREASURER'S REPORT**

Expenditure	£2,525.77
Income	£6,753.51

Current a/c	£4,000.95
High interest a/c	£10,167.44
Post Office	£14,455.80
Investment	£9,659.50
Total	£38,836.69

Donations received this month:

WI	£50
Village Voice	£250
Harbour House	£50 (J & P Crawford for stewarding)

5 **NEW HALL**

A meeting had been held with a Chartered Quantity Surveyor as this was necessary for our application for Lottery Funding. The CQS has previous experience in applying for lottery funding. M Northmore would supply the CQS with information and would have this put together for August. M Grose plans to send off application in September. The lottery is taking up to six months to consider applications.

The Chairman would write to the owners of Bolt View to explain what our plans are and how it is hoped to retain the wall which is holding up their workroom roof adjacent to the hall, when we demolish the present hall. Also their right of way is likely to be interfered with and/or changed.

A letter from Stage Systems would also be circulated to all the Committee.

Photos of hall defects to be taken by Chairman to be sent along with our Lottery Funding application.

ACTION: R Cole/B Clarke

Hall repairs

Bees had been removed from the roof of the back room leaving behind a huge honeycomb which would be removed in due course.

6 **EVENTS**

The **Bantham Sailing Club** is organising a **Bantham Bash** to be held on Saturday, **24 August**. 50% of the proceeds from this event would be given towards the new Parish Hall. The Committee has been asked to run the bar and B Clarke to coordinate a rota.

ACTION: R Cole/B Clarke

Autumn Fayre - This would now be held on Saturday, 28 September.

Stall holders as per previous minutes with the addition of	
Teas	Rosemary MacKay
Bowls	Game

Winter event - 7 December

It was suggested that a Quiz evening with Mike Jones should be arranged. People would bring their own picnic and booze but there would be a charge for booking a table.

ACTION: R Cole

7 **AOB**

- The Chairman suggested that POTS and Village Voice should each be invited to send a representative to the Committee.
- P Crawford asked what the charge would be for hiring out the tea urn but the committee decided it should not be hired out and should only leave the hall when it was used for Parish Hall purposes.
- P Crawford agreed to having her name and telephone number included in the next edition of the South Hams Directory under Parish Hall Booking Secretary.

ACTION: G Marshall

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 2 September 2002 at 5.30 pm. If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting adjourned at 6.25 pm.

Signed  (Chairman)

Date: 

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 2 SEPTEMBER 2002 AT 5.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, P MacDonald, J Parkin, L Worrall

1 **Apologies** R MacKay, V White

2 The minutes of the meetings held on 22 July 2002, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

The question of toilet facilities for entertainers in the new hall had not been minuted but it was agreed that these would be considered when the final specifications of the hall were discussed.

4 **TREASURER'S REPORT**

Expenditure	£2,902.11
Income	£7,417.72

Current a/c	£4,288.82
High interest a/c	£10,167.44
Post Office	£14,455.80
Investment	£9,659.50

Donations received this month:

D Houghton	£33.86
P Crawford	£10.00
via G Marshall	£20.00

There had been another break in and the electricity meter, the 'honesty' box and the collection bottle in the kitchen had been jemmied off and emptied. B Clarke estimated that perhaps £20 had been stolen. The boxes were now generally being emptied on a daily basis.

5 **Present Hall repairs**

As a result of the break-in the committee discussed installing a burglar alarm but it was decided to put bolts on the rear windows which would restrict how far they could be opened and also to place various signs stating that the boxes were emptied daily. The cost for repairs caused by the break-in was £21.98.

ACTION: B Clarke

P Crawford suggested cleaning and whitewashing the back room as it was used by children when preparing for plays and by the horticultural society.

B Clarke would ask R Tavender for feasibility.

ACTION: B Clarke

NEW HALL

A meeting of the sub committee had been held on 28/8. The Chartered Quantity Surveyor had given a quote of £327,000 for constructing the new hall but it was hoped that we could in fact reduce this amount by as much as £100,000. The National Lottery however insisted on a quote from a CQS. The lottery grants however for the South West

were limited to £200,000. M Grose would contact organisations other than the National Lottery and it was also agreed to ask M Northmore to get a couple of estimates from contractors so that we would have a realistic view of the final cost.

ACTION: R Cole/B Clarke

6 **EVENTS**

The **Bantham Bash** organised by the **Bantham Sailing Club** and held on Saturday, 24 August had been most successful with about 600 attending. 50% of the proceeds from this event would be given towards the new Parish Hall. The final amount raised was not known but it will exceed £26,000. The Chairman thanked the members of the Committee who had helped run the bar on the evening. He had also written a letter of thanks to the Commodore of the Sailing Club, Mr Hugh Cater.

Autumn Fayre - to be held on Saturday, 28 September at 2pm. Entrance fee 50p to include tea, children free.

Posters to be placed around the Parish and a notice placed in the Kingsbridge Gazette. We would ask Derek Brown to help make a sign to be placed on the Village Green

ACTION: G Marshall

Bunting to be placed around hall.

ACTION: R Cole

Quiz Evening - 7 December

- Mike Jones has agreed to hold a quiz evening. G Marshall to ask S Milton for advise on setting up the evening.
- £2 entry fee.
- Prizes would be needed for the winner and loser.
- A room raffle to be organised.
- Teams to be encouraged from school, golf club, church, WI etc.

7 **AOB**

Indemnity Insurance for Trustees.

It was proving difficult to identify who the Trustees of the Parish Hall are. M Barton was kindly looking into this matter for us. In the meantime B Clarke was getting a quote for the insurance from our insurers. However, it may be necessary to write a new constitution making the matter clear.

P Crawford asked how much we should charge J Pelly for the use of the Hall over a weekend. It was agreed to charge the hourly rate of £4.25.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 14 October 2002 at 5.30 pm.

If anyone is unable to attend please advise the Secretary (tel. 560214)

The meeting adjourned at 6.40 pm.

Signed (Chairman)

Date: 14-10-02

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 14 OCTOBER 2002 AT 5.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, P Crawford, J Dayment, R MacKay, J Parkin, V White, L Worrall

1 **Apologies** L Boxhall, P MacDonald

2 The minutes of the meetings held on 2 September 2002, having been circulated to all Committee members, were approved.

3 There were no matters arising

4 **TREASURER'S REPORT**

£5,414.15 was being held in our Current a/c. The Treasurer would transfer £3,000 into our High Interest a/c.

Trustee Indemnity Insurance would cost £67 per annum and it was agreed that this cover should be taken out as from 1 January 2003. This was proposed by G Marshall and seconded by J Dayment.

ACTION: B Clarke

However, as it is proving difficult to establish who the Trustees are, the Chairman suggested that we should consider re-writing the constitution to bring it up to date. He would write to the Charity Commission to seek their advise. Miss J Yeo to be kept informed of any changes.

ACTION: R Cole

The money raised by the Bantham Bash had not yet been received but the BB organisers were hoping to give it to us free of tax. The Chairman to check with M Cater.

ACTION: R Cole

5 **New Hall**

There was no progress to report on the application for funds but a meeting was to be held between M Grose and B Clarke on 15/10.

Present Hall repairs

Security bolts were now in place on all the windows.

2 heaters needed replacing and Ray Tavender would be asked to do this.

Also ask Ray for quote to decorate back room.

When it was discovered that this was for a youth group to use it was felt to be totally inappropriate and that the main hall should be used instead. This would involve holding our committee meetings at 5pm rather than 5.30 as the Youth Group met on Monday evenings from 7-8. Everyone was happy to comply with this.

6 **EVENTS**

The **Autumn Fayre** - held on Saturday, 28 September had raised £674.62.

The Chairman thanked all those who had helped run stalls. However it was suggested that there should be games for the children at future fairs. The Chairman also thanked

the Wednesday Bridge Club and the Friday Bridge Club for their cheques of £30 each in lieu of running a stall at the Fair.

A letter of thanks would be sent to Derek Brown for producing and placing a sign on the village green.

ACTION: G Marshall

Quiz Evening - 7 December at 7 pm.

- J Barton/L Worrall to organise raffle (coffee machine from J Mackenzie, Box of Vegetables from R MacKay).
- G Marshall to organise posters, tickets (£12 per team of 6), prizes for winners and losers.
- G Marshall had offered to do all necessary photocopying for M Jones, the Quiz master.

7 **AOB**

Mr & Mrs Graham Palmer of 2 Court Park would like to donate a clock for the new Parish Hall in memory of Mr & Mrs Monks. The secretary to acknowledge.

ACTION: G Marshall

R MacKay said she would probably be stepping down from the Committee but was asked to come to the next meeting to introduce the new member.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 25 November 2002 at 5.00 pm.

If anyone is unable to attend please advise the Secretary (tel. 560214)

The meeting adjourned at 6.30 pm.

Signed (Chairman)

Date: 25.11.02

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 25 NOVEMBER 2002 AT 5.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, P MacDonald, R MacKay, J Mackenzie,
J Parkin, V White, L Worrall

Present at the beginning of the meeting were:
Roger Smith from the Bantham Bash
Martyn Grose and David Houghton, fund raising sub committee.

R Smith reported that the Bantham Bash II held in the summer, had raised £13,500 towards the Parish Hall. Final accounts had been made and the organisers would hand over this money to the Parish Hall. The Chairman thanked R Smith and all the organisers of the Bash for this marvellous contribution.

New Hall Fund Raising sub-committee

M Grose reported that he had asked both David Houghton and Veronica White to help him with the fund raising as they both had wide experience in this matter - D Houghton raising funds in Shropshire and V White helping with local charities.

MG feels that we will need a substantial amount of money for the project as it stands at present.

The original idea had been to refurbish the present hall which was reckoned to cost £70-80K which would have been feasible from local fund raising. However Gill Gray from the SHDC came to a meeting at the hall and as the cost for refurbishment now stood at £130K she recommended knocking down the present hall and replacing it with a new building which would cost approximately £170. However after plans were drawn up and approved the estimate from the Chartered Quantity Surveyor was £320K and this did not include the stage, blinds etc which would bring the total cost to £380K. The Parish Hall has £40K that it can contribute at present but we would need to raise £250K to £270K. The Lottery funding was not favouring Village Halls and we would only be likely to receive £100K or perhaps even up to £200K but this was felt to be unlikely. Therefore we should re-consider our original specifications and try to find means of reducing the overall cost of construction. MG suggested for example lowering the roof which would mean no badminton facilities, and also changing the quality of the floor. However six a side football would be feasible with a lower roof and this would help us get sporting funding. R Smith mentioned that he has contacts in Sport England which could be useful for us.

We should also get 3 tenders aiming for a billed cost of no more than £200 - £210K. Malcolm Northmore, our designer, was extremely busy at present and would not be available to make any changes to the specs until January and documentation would therefore not be complete until April. The sub-committee would produce a draft application but in the meantime, input was needed from the committee members.

Pat MacDonald would place an article in the next issue of the Village Voice.

M Grose, D Houghton and R Smith then left the meeting.

1 **Apologies** There were none

2 The minutes of the meetings held on 14 October 2002, having been circulated to all Committee members, were approved.

3 **Matters arising**

The Chairman welcomed J Mackenzie who would be replacing R MacKay as Friday Bridge Representative and thanked R MacKay for her support.

4 **TREASURER'S REPORT**

There was nothing to report but B Clarke mentioned that R Tavender empties the meter and parking money boxes daily.
P Crawford said that the vacuum cleaner had stopped working but had been replaced.

5 **New Hall**

A lengthy discussion took place about how we could reduce the new hall specifications.

Suggestions included:

- Lower roof and consequently no badminton
- Changing the overall shape of the building to a plain rectangular shape which is much cheaper from a building point of view. We would ask Harberton if they would be kind enough to lend us their plans to give us some idea as to how we could achieve this shape to cover all our needs.
- We would ask M Northmore to meet us at our next meeting to be held on 27 January 2003.

Proposed by J Barton and seconded by B Clarke.

Present Hall repairs

Two new radiators have been installed.

Leak in the back room - ask R Tavender not to repair until we have photographed this.

Youth Equipment

G Marshall suggested that we should acquire a pool table and table tennis. J Parkin would look into prices.

ACTION: J Parkin

6 **EVENTS**

Quiz Evening - 7 December at 7 pm.

- J Barton has four prizes. Cloak room tickets from G Marshall. L Worrall would unfortunately be unable to help organise the raffle as the evening clashed with a concert she was involved in.
- Still need to sell some more tickets.

7 **AOB**

Someone had enquired whether we had insurance cover for the car park. However it was pointed out that our car park sign said "Car left at owners risk".

New Constitution


The Chairman had received a document from the Charity Commission re the above and it was proposed that we should ask Mr Michael Barton, retired solicitor, for his help in drawing up this document. Proposed by V White and seconded by B Clarke. The final document would need to be approved either at the AGM or at an Extraordinary Meeting.

Correspondence had been received re the old tin of Players Cigarettes and the Chairman would contact collectors direct.

ACTION: R Cole

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 27 January 2003 at 5.00 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting adjourned at 6.25 pm.

Signed  (Chairman)

Date: 03.03.03

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 27 JANUARY 2003 AT 5.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer),
L Boxhall, P Crawford, J Dayment, J Mackenzie, J Parkin, V White

1 **Apologies** G Marshall (Secretary), J Barton, P Macdonald

2 The minutes of the meetings held on 25 November 2002, having been circulated to all Committee members, were approved.

3 **Matters arising**
£7 had been received from sale of old cigarettes (collectors item) donated to Fair.

4 **TREASURER'S REPORT**

Funds:	Bank	£16,708.59
	P.O.	£14,889.45
	Investments	<u>£ 8,665.95</u>
		<u>£40,263.99</u>

A net increase of £5,397.99 from last year.
NB Investments fell by £1,861.06

Donations in year	£3,628.91
Fund raising in year	<u>£2,322.97</u>
	<u>£5,951.88</u>

A contribution of £13,500 is still expected from the "Bantham Bash".

It was agreed that hiring charges for "local" users remain unchanged but placed on October agenda.

Action: G Marshall

Charges for Elections to be increased to £5.00 per hour
Charges for other events to be increased to £5.50 per hour.
Caretakers honorarium to be increased to £60 per month.
A contract of employment to be agreed for the caretaker.

Action: R Cole/B Clarke

5 **New Hall**

Visit to Stoke Fleming hall had enthused, impressed and encouraged all who visited.
P Carpenter has joined to help with grant application - hoped to submit in March 03.
P Carpenter and M Northmore to meet QS to analyse his estimate.

The meeting agreed a longer building period for savings in costs subject to the void period being in the summer months.

Permanent stage preferred subject to adequate storage.

Present Hall repairs

An attempt to break in occurred during the holiday period - 3 broken windows.
R Tavender to investigate leak in end gable. R Cole to organise photographs prior to repair.

Action: R Cole

Youth Equipment and users

J Parkin reported that a pool table would cost £750 and a folding table tennis table £260.00

B Clarke and R Tavender to obtain quotes for improvements to rear room.

Action: B Clarke

6 **EVENTS**

- AGM 28 April 2003. Agenda to be published in the Village Voice.
- Further **Quiz Night** for December. Last one great success. £267.10 raised.
Possible Bingo Daytime functions
- Ethnic lunches. Individual groups to take on a function every 2 months or so. To be discussed further at next meeting.

Action: G Marshall

7 **AOB**

New Constitution: to be discussed at next meeting

Action: G Marshall

Next article in Village Voice to be accompanied by photo of Stoke Fleming Hall to illustrate what we are aiming for.

ACTION: R Cole

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 3 March 2003 at 5.00 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)

Signed  (Chairman)

Date: 3.3.03

THURLESTONE PARISH HALL
COMMITTEE AND REPRESENTATIVES
as at March 2003

Chairman:	Mr Rowland Cole, Joseph's Garden, West Buckland, TQ7 3AF Tel. 561006
Treasurer	Mr Bill Clarke, 22 Meadcombe Road, Thurlestone, TQ7 3TB Tel. 561982
Secretary	Mrs Gillian Marshall, Leaside, Ilbert Road, Thurlestone TQ7 3NY Tel. 560214
Bowls	Mr John Dayment, The Paddock, Aune Cross, Bantham TQ7 3AD Tel. 560051
Friday Bridge	Mrs Joan Mackenzie, 7 Rectory Gardens, Thurlestone, TQ7 Tel. 560671
Keep Fit	Mrs Liz Worrall, Beechlawn, Cross Park, Thurlestone TQ7 3LP Tel. 562016
Parochial Church Council	Mrs Louise Boxhall, Cedar Rose, Court Park Lane, Thurlestone TQ7 3LX Tel. 560410
Thurlestone & South Milton Horticultural Show and Village Voice	Mrs Pat MacDonald, 25 Mead Lane, Thurlestone TQ7 3PB Tel. 560436
Thurlestone & West Buckland Womens' Institute	Mrs Jo Parkin, Ardentigh, Court Lane, Thurlestone TQ7 Tel. 561215
Thurlestone Parish Council	Mrs Veronica White, 7 Crosslands, Thurlestone TQ7 3TF Tel. 560236
Wednesday Bridge	Mrs Jeanne Barton, 4 Old Rectory Gdns, Thurlestone, TQ7 3PD Tel. 560864
Parish Hall Booking Secretary	Mrs Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7 Tel. 560688
Caretaker:	Mr Ray Tavender, Tel 561616

THURLESTONE PARISH HALL

HIRE CHARGES AS FROM 1 APRIL 2003

The following charges include the use of tables, chairs, china, cooker, electric lighting and hot water but not HEATING. The latter costs £1 for approximately 40 minutes, irrespective of the number of heaters in use. Under no circumstances must any other form of heating be used and as it would contravene our terms of insurance the hirer of the Hall would be responsible for any ensuing costs.

	<u>Per Hour</u>
Parish Organisations (Bridge, Bowls, Keep Fit, W.I. etc) Plays, Pantomimes, concerts, Musical evenings Parish Meetings, Lectures etc Horticultural Show Jumble Sales, Car Boot Sales etc.	£3.60
<i>All the above charges relate only to those events organised by, or for the benefit of, parishioners.</i>	
Devon County Council classes, Political Meetings, Receptions, Film Shows etc	£5.00
Parish, District, County or General Elections	£8.00
Discos or any other event with music for dancing (£10.00 deposit required)	£6.00
Any other event	£6.00

The minimum time for rental is 1 hour and please note that any preparation time in the hall may in part or whole incur an extra charge.

**RENTAL CHARGES FOR EQUIPMENT
FOR USE INDOORS AND WITHIN THE PARISH BOUNDARIES ONLY**

Tables	£1 each
Chairs (subject to availability)	15p each
Crockery (subject to availability)	Discretion

All hirings are made on the strict understanding that any breakages or losses will be made good immediately, either with a similar article or by a mutually agreed sum of money.

SAFETY/SECURITY

Please note that Fire Doors are not to be opened except in case of emergency. They are not for ventilation. This may be achieved by opening windows. Always turn on **Emergency Exit** lights. The switch is on the right hand side of main doors into hall. These lights will remain on should there be a power cut. Please remember to switch off when you leave the hall.

**ALL BOOKINGS TO BE MADE THROUGH THE BOOKING SECRETARY
Mrs Pat Crawford, Baidlands, Downs Road, Thurlestone. Tel 01548 560688**

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 3 MARCH 2003 AT 5.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), G Marshall (Secretary)
L Boxhall, P Crawford, P Macdonald, J Mackenzie, J Parkin, V White

1 **Apologies** B Clarke (Treasurer), J Barton, L Worrall

2 The minutes of the meeting held on 27 January 2003, having been circulated to all Committee members, were approved.

3 **Matters arising**

The hall charges were re-adjusted as follows:

• Devon County Council Classes, Political Meetings Receptions, Film Shows etc	£5.00
• Parish, District, County or General Elections	£8.00
• Discos or any other event with music for dancing (£10 deposit required)	£6.00
• Any other event	£6.00

These charges would be effective from 1 April 2003

4 **TREASURER'S REPORT**

Subject to audit the funds at end 2002 are as follows:

Funds: Bank	16,734.35
P.O.	14,889.45
Investments	8,665.95
Debtors	296.70
Pre-paid exp	<u>71.57</u>
	<u>40,658.02</u>
Year end creditors	124.67
NET FUNDS	<u>40,533.35</u>

The surplus made in the year was	7,216.43
But lost on investments	1,861.06
Net increase in funds	5,355.37

The Bantham Sailing Club has handed over a cheque for £13,500 which was raised at the Bantham Bash II. The Chairman had written a thank you letter to H Cater.

5 **New Hall**

The Village Voice, together with members from the Parish Hall Committee, are organising a Smarties Fund Raising event. A tube of Smarties will be distributed to all Parish residents together with the April/May issue of the Village Voice. (Tubes will also be delivered to some holiday homes.) These tubes are to be filled with 20p

pieces and returned to any Committee member as listed on a flyer to be included in the VV.

It was also suggested that a barometer showing funds raised would be placed at the Village Shop. V White to ask Adrian Masters. We would then ask Derek Brown if he would make the barometer.

Action: V White

The Chairman thanked Village Voice and V White for organising this event.

A meeting had been held, also on 3 March, of the Fund Raising sub-Committee: Pointers from this meeting:

- The application to the National Lottery Community Fund would be submitted by Easter.
- We would request Village Voice to include a questionnaire, re the use of the new hall, in their next issue which would be aimed at Parishioners. The results of this survey would be included in our application. P Macdonald agreed to include the questionnaire in the VV.
- We would ask Committee members to help collect these completed questionnaires from Parishioners.
- M Northmore and P Carpenter are working to put together a feasibility study.
- We do not know how much we will get from the Community Fund. Therefore we are considering approaching parishioners for gift aids or covenants.

R Cole had written to A Steen, our MP and copied the letter to Alun Michael, Minister for Rural Affairs, re the funding of village halls. A Michael had replied that funding for village halls was available and that the Community Fund had £17m a year for this purpose.

Present Hall repairs

Strip lighting had been installed in the back room.

Damp continues to affect floor boards in the hall.

There had been a leak in the roof - now mended.

One of the radiators (nearest the kitchen) not working properly.

Youth Equipment and users

Little interest has been shown by the youth group to use the hall. They had made clear that they would like to have an area where they could leave out their pool table, armchairs and sofas on a permanent basis. However, the committee agreed that this was not feasible.

New Constitution

The Chairman was awaiting an agreement from the Charity Commission allowing us to re-write our constitution.

6 **EVENTS**

- AGM 28 April 2003. Agenda to be published in the Village Voice and posted around the Parish.
- 31 May - Art Exhibition by Art Club (arranged by J Barton).

- 21 June - Concert by Kingsmen. Summer Music Theme. The Secretary would write to confirm with John Cavelle and would make arrangements for the evening.
- July - Summer Fete? The Committee was informed that the Church would not be holding a Fete this year and wondered whether we would like to hold one in their place in order to raise funds. The PCC was writing to us.
- 13/14 September - POTS would hold an exhibition in the Parish Hall to celebrate the Silver Jubilee of the Coastal Path. It was suggested that we could perhaps have a collection plate pro New Hall.
- Ethnic lunches - L Boxhall would like to arrange a French Lunch and P Macdonald an Italian lunch. Dates to be decided.
- Friday Bridge will be organising a Bridge night and also a 20 century quiz to be circulated to their members.
- Further **Quiz Night** for December. To be organised nearer the time.

PLEASE NOTE:

We have no events organised for August, October or November. Any suggestions? Talks on Devon Archaeology and Bird Watching have been suggested. Volunteers needed to organise.

7 AOB

It was suggested that we should consider changing the name of the hall to include Bantham and Buckland. A name suggested for example was 'Bantham, Buckland and Thurlestone Community Hall'. It was agreed however not to do this until a) we had checked our present constitution and b) the new hall was a fait accompli.

J Mackenzie suggested we should have coasters made of slate which could be sold at our events and she would get quotes. The Secretary to provide our logo as per our new headed paper.

Action: J Mackenzie/G Marshall

There had been an overlapping of bookings due to over-running of their allocated time by the school. V White would speak to the school.

Action: V White

8 DATE OF NEXT MEETING

The next meeting will be the AGM which will take place on Monday 28 April 2003 at 7.30 pm.

If anyone is unable to attend please advise the Secretary (tel. 560214)

The meeting closed at 6.50 pm.

Signed  (Chairman)

Date: 9.6.03

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
MONDAY 28 APRIL 2003 AT 7.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, J Dayment, P Macdonald, J Mackenzie,
V White,
+ 21 members of the public

1 APOLOGIES

Paul Carpenter, Liz Worrall, Jennifer Yeo and Jo Parkin

2 MINUTES OF 2002 AGM

The minutes of the previous AGM held on 18 March 2002, having been circulated, were approved and signed by the Chairman. Proposed by P Hurrell and seconded by J Crawford.

3 CHAIRMAN'S REPORT

The Chairman warmly welcomed all those present.
The year 2002 had shown good usage of the hall although income was not as good as the previous year.

New Hall

The Chairman expressed thanks to the members of the Project Committee ie Martyn Grose, David Houghton, Malcolm Northmore, Paul Carpenter and Gillian Marshall for all their hard work in putting together the Lottery Application and application for further grants too. The project will be put out to tender and when the Constructor's tenders were received then the application would be submitted.

A questionnaire re the use of the new Hall had been published in the March edition of the Village Voice. A response of 25% had been received and these answers will form part of the application. Many thanks to those who added offers of help on their questionnaires.

The Village Voice was a key point in communicating to the Parish and the Chairman thanked them for all their support.

The Chairman also expressed his deep gratitude to Veronica White, who is leaving the Parish, for her many years on the Committee, very much as a 'doer'. Amongst other things she had taken the initiative to introduce the Committee to the new Hall at Stoke Fleming and to its enthusiastic Committee members who had in turn enthused our Committee. VW had also organised the Smartie fund raising campaign in the Parish. We wish her well in the future.

Thanks too to Ray Tavender for his very skilled maintenance of the present hall.
Thanks also to all the Committee members representing user groups and particular thanks to Bill Clarke (Treasurer), Gillian Marshall (Secretary) and Pat Crawford (Booking Secretary).

4 ANNUAL ACCOUNTS

The audited accounts were circulated to all present. They were approved. Proposed by Jeanne Barton and seconded by John Dayment.

The Chairman recorded his appreciation to Alan Chapman for an excellent set of accounts and proposed that he should be re-elected Independent Examiner for 2003. This was proposed by Martyn Grose and seconded by Kit Marshall

5 MATTERS ARISING

There were no matters arising.

6 ELECTION OF OFFICERS

At this stage V White took over the proceedings.

In the absence of any nominations

The Chairman was re-elected. Proposed by Pat Macdonald, seconded by K Marshall
The Treasurer was re-elected. Proposed by Derek Yeoman, seconded by J Barton
The Secretary was re-elected. Proposed by J Mackenzie, seconded by L Boxhall.

7 AOB

M Grose was asked when the Lottery Application would be submitted. He explained that we would have to await the results of the tenders. Chances of getting Lottery Funding were fairly low but we had to be positive.

D Houghton will publish the results of the Village Voice Questionnaire in the next edition.

M Northmore explained the advantages of using local traditional building methods.
V White was presented with a Smartie top (by P Macdonald) sent to her by Nestle for her part in the Smartie fund raising event.

The meeting closed at 8.15 pm

Signed  (Chairman)

Date: 22.3.04.

Thurlestone Parish Hall

Trustees Report and Accounts for the Year ended 31 December 2002



Enclosed:

Pages 1/2
Page 3
Page 4
Pages 5/8
Page 9

Trustees Report
Statement of Financial Activities for the year to 31 December 2002
Balance Sheet as at 31 December 2002
Notes to those Accounts
Independent Examiner's Report

THURLESTONE PARISH HALL

COMMITTEE AND REPRESENTATIVES

as at June 2003

Chairman:	Mr Rowland Cole, Joseph's Garden, West Buckland, TQ7 3AF Tel. 561006
Treasurer	Mr Bill Clarke, 22 Meadcombe Road, Thurlestone, TQ7 3TB Tel. 561982
Secretary	Mrs Gillian Marshall, Leaside, Ilbert Road, Thurlestone TQ7 3NY Tel. 560214
Bowls	Mr John Dayment, The Paddock, Aune Cross, Bantham TQ7 3AD Tel. 560051
Friday Bridge	Mrs Joan Mackenzie, 7 Old Rectory Gardens, Thurlestone, TQ7 3PD. Tel. 560671
Keep Fit	Mrs Karen Livett, 8 Crosslands, Thurlestone TQ7 3TF Tel. 560131
Parochial Church Council	Mrs Louise Boxhall, Cedar Rose, Court Park Lane, Thurlestone TQ7 3LX Tel. 560410
Thurlestone & South Milton Horticultural Show and Village Voice	Mrs Pat MacDonald, 25 Mead Lane, Thurlestone TQ7 3PB Tel. 560436
Thurlestone & West Buckland Womens' Institute	Mrs Jo Parkin, Ardentigh, Court Lane, Thurlestone TQ7 Tel. 561215
Thurlestone Parish Council	Mr Peter Hurrell, Woodlands, West Buckland TQ7 Tel. 560496
Wednesday Bridge	Mrs Jeanne Barton, 4 Old Rectory Gdns, Thurlestone, TQ7 3PD Tel. 560864
Parish Hall Booking Secretary	Mrs Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7 Tel. 560688
Caretaker:	Mr Ray Tavender, Tel 561616

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 9 JUNE 2003 AT 5.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), G Marshall (Secretary)
L Boxhall, P Crawford, K Livett, P Macdonald, J Mackenzie

1 **Apologies** B Clarke (Treasurer), J Barton, J Parkin

2 The minutes of the meeting held on 3 March 2003, having been circulated to all Committee members, were approved.

3 **Matters arising**

Several Committee members asked for further copies of the Gift Aid Declaration.

Action: B Clarke

4 **TREASURER'S REPORT**

In the absence of our Treasurer, the Secretary reported our accounts as follows:

Funds: Current a/c	4,035.29
P.O.	14,889.45
Investments	8,665.95
High Interest a/c	30,697.87
TOTAL	<u>58,288.56</u>

Smartie fund raising campaign to date £682.40
This sum is included in the above figures.

Bridge Evening

A recent Bridge evening had raised £410.

All proceeds from the four coffee mornings to be held in August and run by the PCC, will be donated to the hall.

5 **New Hall**

The Chairman proposed that we should consider having a storage room rather than a stage which would mean we would only have storage under the stage.

Proposed: R Cole, Seconded: G Marshall. The Committee unanimously agreed to this and we would write a letter to M Northmore to this effect

Action: R Cole/G Marshall

The Chairman reported that we were still awaiting the submission of tenders before we could complete our application form for the Community Fund. We would hopefully have these by mid July.

The application form required two contacts and a referee to be approved by the Committee. The two contacts to be: Martyn Grose and David Houghton (who are completing the application form) and the Independent Referee to be David Grose. Proposed: R Cole. Seconded: L Boxhall. Passed unanimously.

Present Hall Repairs:

- The back room was being cleared and made useable but still needed a coat of paint. However, the lack of interest shown by the Youth Club is disappointing.
- The two small rooms at the back of the hall had been cleared and one was now being used to store bric-a-brac for the fete.
- It is felt that, as so many events will be taking place at the Hall, we should 'titivate' it a bit and the Chairman asked P Macdonald if the Horticultural Society could help us to place some plants in troughs outside the door. J Mackenzie said she knew of some troughs which could be available.

Action: P Macdonald/J Mackenzie

- Enquiries would be made re a notice board to be placed on the outside of the Hall.
Action: R Cole/G Marshall
- P Crawford enquired who was responsible for replacing the stage. The Chairman pointed out that the Bowls were in charge of this as they were the ones who needed to remove it and this had been agreed with them many years ago. Pat also enquired about insurance cover should anyone be hurt moving the stage. The Treasurer to contact her re this.

Action: B Clarke

- **Piano Tuning** B Clarke would make sure the piano is tuned before the piano recital in August. It was pointed out that the piano heater kept being unplugged and it was suggested that the plug should be clearly labelled and taped into place to avoid this happening.

6 **EVENTS**

The Art Exhibition organised by the Art Club on 31 May had been a great success and thanks were due to Jennifer Johnson and Jeanne Barton for organising this.

Future events:

- Saturday, 21 June **Concert by Kingsmen.** Summer Music Theme. Tickets were moving very slowly for this event and the Committee were encouraged to help sell them. The Secretary asked for volunteers to help set out chairs on the day and P Macdonald offered to help.
- Monday 11 August **Piano Recital** by Alexander Winter (L Boxhall)
- Saturday 16 August **Summer Fete** at the Swallows, Thurlestone (R Cole)
(See notes at end)
- Sunday 17 August **Sponsored walk** organised by David Houghton. Forms for sponsorship were included with the Village Voice. Please spread the word far and wide!
- 13/14 September **Coastal Path weekend organised by POTS.** Slide Shows in eve. (Pat Macdonald)
- Sat. 22 November **Talk on Birds** by Karen Livett's husband (Keep Fit)
- Sat 6 December ? **Quiz Night** - to be confirmed with M Jones by G Marshall

SUMMER FETE - 16 August

The following stalls have been organised so far:

STALLS	STALLHOLDER	ACTION
Delicatessen & Bran Tub	Keep Fit	Karen Livett
Cakes	WI	Pat Macdonald
Cream Teas	Church	Louise Boxhall
Hots Dogs	Village Inn	Mike
Plants and Veg	Horticultural Society	Pat Macdonald
Bric a brac	Wednesday Bridge	Jeanne Barton
Card Game	Friday Bridge	Joan Mackenzie
Transport and Gate Tables from S Milton	Parish Council	Peter Hurrell
Raffle		P Macdonald
Books		D Houghton
Bottles		M Grose
Guess the weight of Pig/Bull	Bowls	J Dayment
Childrens games	Bowls	Jean Yeoman
Publicity	Village Voice	Pat Macdonald
Guess the weight of a Smartie cake and number of Smarties in jar	Keep Fit	Liz Worrall
Selling maps/videos	POTS	P Macdonald
Quiz game	Friday Bridge	Mary Hugo
Treasure Map		Pat Crawford

R Cole made a note of tables needed by each stall holder.

George Hubbard has agreed to act as a 'consultant' as he had organised the Church Fete last year.

M Grose has agreed to 'open' the fete and draw the raffle.

P Hurrell has offered to borrow extra tables from S Milton hall.

Action: P Hurrell

P Macdonald asked if POTS could sell their maps and videos at the fete. They have kindly offered to give half of their takings to the New Hall Fund.

Check whether Mike of the VI would need Electricity for hot dog stall.

Action: R Cole

Music/PA system

Action: G Marshall

7

AOB

New Constitution

M Barton had kindly looked at our Constitution and, after consultation with the Charities Commission, it was felt that it would be wise to make some amendments to this. M Barton has agreed to help us and the Committee agreed that it should be done.

Action: R Cole

Slate drink mats

J Mackenzie was kindly having some made with the hall logo.

NSPCC

The NSPCC Committee would like to show their appreciation for being allowed to use the hall for their functions, by organising a cream tea to be held in 2004.

8

DATE OF NEXT MEETING

AGM which will take place on Monday 21 July 2003 at 5.00 pm.

If anyone is unable to attend please advise the Secretary (tel. 560214)

The meeting closed at 6.50 pm.

Signed  (Chairman)

Date: 20.7.03

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 21 JULY 2003 AT 5.00 PM IN THE PARISH HALL**

Present B Clarke (Treasurer), G Marshall (Secretary)
J Barton, P Crawford, J Dayment, P Hurrell, K Livett, P Macdonald,
J Mackenzie, J Parkin

1 **Apologies** R Cole (Chairman), L Boxhall

2 The minutes of the meeting held on 9 June 2003, having been circulated to all Committee members, were approved.

3 **Matters arising**

In the absence of the Chairman, Bill Clarke took the chair.

4 **TREASURER'S REPORT**

Total funds at present:	£62,272.19
Smartie fund raising campaign to date	£1,400
Donation from WI	£320
Art Exhibition raised	£237 (incl raffle money)
Kingsmen concert raised	£398

5 **New Hall**

There is nothing to report at present. We are still awaiting the submission of tenders before we can complete our application form for the Community Fund.
The Secretary reported that 92 letters of appeal had been sent to various families either in, or connected with, the Parish.

Present Hall Repairs:

One of the radiators had been replaced free of charge as it was faulty.

Piano Tuning This was being done on 22 July in time for the forthcoming piano recital.

6 **EVENTS**

- Monday 11 August **Piano Recital** by Alexander Winter (L Boxhall)
- Saturday 16 August **Summer Fete** at the Swallows, Thurlestone (R Cole)
A site meeting will be held on Friday 15 August at 4pm
- Sunday 17 August **Sponsored walk** organised by David Houghton
Forms for sponsorship will be available in the Village Shop.
Please spread the word far and wide!

- 13/14 September **Coastal Path weekend organised by POTS.**
Slide Shows in eve. (Pat Macdonald)

- Sat 11 October Coffee Morning and Nearly New clothes sale 10.30-12.00
(Joan Mackenzie and Jeanne Barton)

- Sat. 22 November **Talk on Birds** by Karen Livett's husband (Keep Fit)

- Sat 6 December **Quiz Night** - Date confirmed with M Jones by G Marshall

7 **AOB**

Amendments to our Constitution: Michael Barton is kindly working on this for us.

Farewell card for Veronica White:

To be signed by all the Committee

Action: G Marshall

License to sell alcohol: P Crawford would acquire a 'multi-use' license which can be used for 10 events starting with the POTS coastal path weekend when Peter Hurrell would be giving two evenings of talks.

Action: P Crawford

Exterior Notice board:

The Committee approved the purchase of a weatherproof notice board (105 x 70cm) to be placed on the car park side of the hall. Order to be placed immediately.

Action: G Marshall

Fete

Parking: John Dayment had received permission from the Evans Estate to use the field behind the church for parking for the fete. He had written to J Aylett to confirm this but we had to place a 'disclaimer' sign at the entrance to the field that cars would be parked there at their own risk. Ask Derek Brown to make sign.

Tables: These would be collected from the Swallows immediately after the fete by the Parker Swifts who are hiring them for the evening of 16 August.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 1 September 2003 at 5.00 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)

The meeting closed at 5.45 pm.

Signed  (Chairman)

Date: 1.9.03

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 1 SEPTEMBER 2003 AT 5.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, P Hurrell, P Macdonald,

1 **Apologies** B Clarke (Treasurer), K Livett

2 The minutes of the meeting held on 21 July 2003, having been circulated to all Committee members, were approved.

Michael Barton, retired solicitor, kindly came to our meeting to give us some information on our present 'constitution'. He had spoken to the Charity Commission who had been most helpful. Effectively our constitution is the Conveyance of Land dated 1938 which outlines the responsibilities of the Trustees. MB explained that it is not unusual for a charity to have a conveyance as their constitution. He clarified that the Trustees are the members of the General Management Council ie the Committee. However the 1938 Conveyance had directed that the then Trustees should apply to have the legal title put in the name of the Official Trustee for Charity Lands (now known as the Official Custodian). This would be useful as the OC continues as title holder indefinitely without the need for any action every time a trustee resigns or dies.

Unfortunately the Charity Commission (CC) could find no record that this had been done. MB explained that, if it had not, title remained vested in the executors of the last survivor of the original Trustees, which would entail a lot of work tracing dates of death, Probates etc. No one could throw much light on this, but enquiries would be made. A copy of the Conveyance to David Frost could be helpful. Once the facts were known, an application for a Vesting Order could be made and the CC would be helpful.

MB said he had discussed with the CC taking out a policy to indemnify the Trustees, paid for out of the funds of the Charity, so as to enable the present Trustees to continue, and new trustees to join, without worry about liability.

The CC had pointed out that this could only be done if the Constitution authorised it and ours would need amendment to enable that. They would want very good grounds for giving such authority. The Trustees should be very clear about why they needed indemnity and would be well advised first to seek insurance advice on the availability and probable cost of such a policy in relation to the finances of the Charity. The CC felt that if the Charity has usual Third Party and Public Liability cover and the Trustees carried out their duties honestly and prudently, they were unlikely to be exposed to any risk.

MB added that the Trustees should be careful in any contract to stipulate that their liability to the other party should not exceed the amount of the assets of the Charity in their hands. The Committee would, before considering this further, explore the nature of cover available and the cost with some suitable Insurer.

MB pointed out that he had been retired for some years and could not be held liable for his advice. The Chairman thanked MB for the clarity of his dissertation.

3 **MATTERS ARISING**

A new lockable weatherproof notice board has been placed on the outer wall of hall.
Keyholders: G Marshall, P Crawford, B Clarke and R Tavender

4 **TREASURER'S REPORT**

Total funds at present:	£80,495.79
Piano Recital	£744
Summer Fete	£2,372.35
Sponsored walk	£1,528.00 (still more to come)
Raffle	£944.50
Smartie fund raising campaign to date	£2,245.20

L Boxhall handed the secretary a cheque from the PCC for money raised at Coffee mornings held in August amounting to £40.19.

The Chairman asked that Hiring Charges should be discussed at our next meeting.

5 **New Hall**

The Lottery Application is not yet in.

Present Hall Repairs:

R Tavender asked that the Bowlers should be reminded to put tables and chairs back in their place at the end of the evening.

6 **EVENTS**

- Sat 18 October	Coffee Morning and Nearly New clothes sale 10.30-12.00 (Joan Mackenzie and Jeanne Barton)
- Sat. 22 November	Talk on Birds by Arthur Livett (Keep Fit)
- Sat 6 December	Quiz Night - Date confirmed with M Jones by G Marshall
- August 2004	Tennis Tournament. Lindsey Fletcher has kindly offered to organise this event.

7 **AOB**

The PCC are holding their annual Harvest Supper in the Hall on 19 September. All proceeds will be given to Action Water. P Crawford suggested therefore that they should not be charged a hiring fee that evening and this was unanimously agreed upon.

Unfortunately Pearson's Pre-school are holding a Sunday funday on 14th September which clashes with the POTS event. The Secretary to write to Pearsons advising them that the car park would not be available for them to use that day.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 13 October 2003 at 6.00 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting closed at 6.10 pm.

Signed  (Chairman)

Date: 13.10.03

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 13 OCTOBER 2003 AT 6.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, P Hurrell, K Livett, P Macdonald,
J Mackenzie, J Parkin, J Yeoman (representing Bowls)

1 **Apologies** There were none

2 The minutes of the meeting held on 1 September 2003, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

There were none

4 **TREASURER'S REPORT**

Total funds at present are just under £82,000. The Treasurer suggested that £35,000 should be moved into a Charity Commission Deposit account. Proposed by R Cole, seconded by G Marshall.

5 **New Hall**

A meeting had been held recently between the Community Development Officer from SHDC, Ellen Montgomery, Rowland Cole, David Houghton and Shonagh Rankin (District Councillor) to discuss funding from the Council. The Council would only consider giving us funds after we have received funding from the Lottery application. However E Montgomery was fully supportive of our plans and would give us a letter to that effect to be enclosed with our Lottery application.

The Chairman explained to the Committee that we are still awaiting tenders before we can make our application to the Community Fund and that in order to request these tenders we need detailed specifications of our plans. It was hoped that these would be available by end November. Many small meetings were taking place behind the scenes, to progress our application.

The response to our Appeal Letter had also been very encouraging.

Present Hall Repairs

A broken window, an outside waste pipe from the kitchen and the piano wheel all needed repair.

ACTION: B Clarke

Hall Charges

It was decided that the hall charges should be increased to be effective as from 1.1.04. The Secretary and the Chairman to compare our proposed prices with other local halls and a final decision would be made at our next meeting.

Constitution

Following our last meeting, when Michael Barton was present, it had been confirmed that the Parish Hall land was indeed vested in the Official Custodian for Charities. MB would write to the Charity Commission asking them for an official confirmation.

MB indicated that he saw no need to re-write or alter our constitution. He confirmed that all members of the Committee are Trustees. However our constitution precludes us from taking out liability insurance but M Barton had offered to write to the CC to request permission for liability insurance. In fact the Parish Hall Committee is already covered by an insurance taken out earlier this year before we were aware that our constitution precluded us from taking this step.

6 **EVENTS**

- Sat 18 October Coffee Morning and Nearly New clothes sale 10.30-12.00 (Joan Mackenzie and Jeanne Barton)
- Sat. 22 November **Talk on Birds** by Arthur Livett (Keep Fit)
- Sat 6 December **Quiz Night** - Date confirmed with M Jones by G Marshall
- 6 August 2004 **Tennis Tournament.** Lindsey Fletcher has kindly offered to organise this event.

Many more fund raising events were suggested and would be followed up for our next meeting. Some of the suggestions were:

Beetle Drive organised by Roger Cole	Action:	R Cole
Talk by Tony Goddard		"
Barn Dance for February		P Crawford
Open Gardens		P Macdonald
Jazz evening		"

7 **AOB**

J Mackenzie would put the 'special edition' coasters she had had made of the new Parish Hall, on sale for £3.

J Yeoman stated that the Bowling group always put the Hall furniture back in situ and that they had been disappointed to have been criticised at our last meeting for not doing so.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 24 November 2003 at 6.00 pm.

If anyone is unable to attend please advise the Secretary (tel. 560214)

The meeting closed at 7.10 pm.

Signed  (Chairman)

Date: 

The undersigned are Trustees of the Parish Hall as at 24 November 2003

R Cole - Chairman

R Cole 24/11/03

B Clarke - Treasurer

B Clarke

G Marshall - Secretary

G Marshall

J Barton

J Barton

L Boxhall

L Boxhall

J Dayment

J Dayment

P Hurrell

P Hurrell

K Livett

K Livett

P Macdonald

P Macdonald

J Mackenzie

J Mackenzie

J Parkin

J Parkin

THURLESTONE PARISH HALL

HIRE CHARGES AS FROM 1 JANUARY 2004

The following charges include the use of tables, chairs, china, cooker, electric lighting and hot water but not HEATING. The latter costs £1 for approximately 40 minutes, irrespective of the number of heaters in use. Under no circumstances must any other form of heating be used and as it would contravene our terms of insurance the hirer of the Hall would be responsible for any ensuing costs.

	<u>Per Hour</u>
Parish Organisations (Bridge, Bowls, Keep Fit, W.I. etc)	
Plays, Pantomimes, concerts, Musical evenings	
Parish Meetings, Lectures etc	
Horticultural Show	
Jumble Sales, Car Boot Sales etc.	£4.00
<i>All the above charges relate only to those events organised by, or for the benefit of, parishioners.</i>	
Devon County Council classes, Political Meetings, Receptions, Film Shows etc	£6.00
Parish, District, County or General Elections	£9.00
Discos or any other event with music for dancing (£10.00 deposit required)	£7.00
Any other event	£7.00

The minimum time for rental is 1 hour and please note that any preparation time in the hall may in part or whole incur an extra charge.

RENTAL CHARGES FOR EQUIPMENT FOR USE INDOORS AND WITHIN THE PARISH BOUNDARIES ONLY

Tables	£1 each
Chairs (subject to availability)	15p each
Crockery (subject to availability)	Discretion

All hirings are made on the strict understanding that any breakages or losses will be made good immediately, either with a similar article or by a mutually agreed sum of money.

SAFETY/SECURITY

Please note that Fire Doors are not to be opened except in case of emergency. They are not for ventilation. This may be achieved by opening windows. Always turn on **Emergency Exit** lights. The switch is on the right hand side of main doors into hall. These lights will remain on should there be a power cut. Please remember to switch off when you leave the hall.

**ALL BOOKINGS TO BE MADE THROUGH THE BOOKING SECRETARY
Mrs Pat Crawford, Baidlands, Downs Road, Thurlestone. Tel 01548 560688**

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 24 NOVEMBER 2003 AT 6.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, L Boxhall, P Crawford, J Dayment, P Hurrell, K Livett,
P Macdonald, J Mackenzie, J Parkin

1 **Apologies** There were none

2 The minutes of the meeting held on 13 October 2003, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

There were none

4 **TREASURER'S REPORT**

Total funds at present are £84,005. The Smarties fund is just over £3,000.

Donations received:

Nearly new clothes sale	£217.50
Keep Fit (talk on Birds)	£204.38
Village Voice	£500
Teamakers	£100

Thank you to Jeanne Barton and Joan Mackenzie for organising the Nearly New Clothes Sale (18/10) and also to the Keep Fit Group for the Talk on Birds by Arthur Livett (22/11).

The Friday Bridge Club will continue to pay 50p/head each evening towards the New Hall Funds.

The question was raised 'What if the new hall should not materialise? What would happen to funds raised for the new building?' The Chairman explained that all donations would have to be returned to the donors but we must be positive and not consider this possibility.

5 **New Hall**

A very encouraging meeting of the fund raisers had been held. Tenders would be going out this week (w/c 24/11). Replies hopefully would be received before Christmas enabling the application to the Lottery to be submitted early January. Letters had been sent to 22 Charitable Trusts and there were still some forms which needed completing for another 10. However, of the first 22, we had received mainly negative replies with one or two who we might be able to approach again when we know exactly how much we are hoping to raise.

Present Hall Repairs

The window had been repaired.

A castor wheel of the piano was missing but it had been 'propped' up with boards. The piano stool had woodworm and should be removed and treated if possible.

Rain had poured into the hall down the eastern wall. Perhaps some form of 'filling' could be applied under the roof sheeting.
The washer on the kitchen tap needed replacing.

ACTION: B Clarke

Hall Charges

After comparing hall charges in the region the new hall charges, as suggested at our previous meeting, were accepted and would be effective from 1.1.2004.
Proposed by Pat Crawford and seconded by Peter Hurrell.

Constitution

The Charity Commission had confirmed that the Parish Hall land is vested in the Official Custodian for Charities.

The Committee unanimously agreed to apply to the Charity Commission for permission to take out liability insurance. Only with their permission for this can charity funds be used for this purpose. If they should not give permission then the alternative would be for each trustee to contribute a 'share' of the insurance premium

Trustee signatures

All Committee members are Trustees and were asked to sign a form to be placed the Minute Book.

Social Events Co-ordinator

There were no suggestions of someone who could be co-opted onto the Committee to fulfill this role. It would be discussed again at our next meeting.

6 **EVENTS**

- Sat 6 December	Quiz Night - Date confirmed with M Jones by G Marshall
- Sat 17 January	Beetle Drive - R Cole
- Sat 14 February	Barn Dance - Pat Crawford
- 6 August 2004	Tennis Tournament. Lindsey Fletcher has kindly offered to organise this event.

Possible future events

Silent Auction or Auction of Promises - R Cole

Talk by Tony Goddard - R Cole

Two gardens had kindly been offered to the Secretary for cream teas etc.

7 **AOB**

Thank you to Pat Macdonald for replanting the tubs on either side of the hall front door.

A slide projector and screen were offered for loan by Malcolm le Grice and John Crawford.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 26 January at 6.00 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting closed at 7.05 pm.

Signed.....(Chairman)

Date: 22.1.04

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 26 JANUARY 2004 AT 6.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer and taking the minutes)
L Boxhall, P Crawford, P Hurrell, K Livett, P Macdonald, J Mackenzie,
J Parkin
M Grose and D Houghton (first part of the meeting)

1 **Apologies** G Marshall (Secretary), J Barton, J Dayment

2 The minutes of the meeting held on 21 November 2003, having been circulated to all Committee members, were approved.

3 **MATTERS ARISING**

New Hall

M Grose and D Houghton reported that the application to the Lottery Community Fund was ready for submission. M Northmore's report on the tenders submitted was considered and it was agreed that the tender from Rogers & Patey Ltd for £282,438.79 be accepted. The amount requested from the Lottery Community Fund was for £199,500. This was approved unanimously by the Committee and R Cole duly signed the application form. (This was posted the following day)

Thank you letters to be sent to M Northmore and Paul Carpenter.

4 **TREASURER'S REPORT**

Total funds at 31/12/03:

Barclay c/a	6,823.78
Barclay HICA	19,924.84
Post Office	15,274.06
CCLA	35,215.85
Investments	<u>10,029.69</u>
	<u>87,268.22</u>

5 **New Hall**

Sub-committee to be formed to monitor progress and report back. P Hurrell to be a member.

Present Hall Repairs

- Tap in kitchen mended
- Roof leak. Need dry weather for temporary repair.

Social Events Coordinator

To be on next agenda.

6 **EVENTS**

P Crawford will apply for Drinks License in "bulk" to save on fees but needs relevant dates. P Macdonald will produce tickets and posters.

The Beatle Drive was a great success. £279 raised. Letter of thanks to Mr and Mrs Roger Cole.

- 14 February Barn Dance. Tickets £8.50. Clarke and Cole to man the bar.
- 28 April 7.30 pm West Alvington Singers concert to be held in the Church for New Hall Funds. Tickets to include refreshments and glass of wine.

Possible future events

- Ladies Bridge J Mackenzie
- Flanders and Swan A Williams and A Durden
- 6 August 2004 **Tennis Tournament.** Lindsey Fletcher
- September Cream Teas - Warren House garden

7 **AOB**

Thanks to Village Voice for distributing new Smartie Tubes. These were generously donated by R McCarthy and A Simmons. The Secretary had written letters of thanks.

Committee changes

Thanks to L Boxhall who is to be replaced by Ron Parkin as PCC representative.
Thanks to Jo Parkin who will be replaced by a new WI representative.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 22 March at 6.00 pm, prior to the **Annual General Meeting** at 7.30 pm.

If anyone is unable to attend please advise the Secretary (tel. 560214)

Signed.....(Chairman)

Date: 22.3.04

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 22 MARCH 2004 AT 6.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer and taking the minutes)
J Barton, L Boxhall, P Crawford, J Crawford, P Hurrell, K Livett,
P Macdonald, J Mackenzie, J Parkin

1 **Apologies** G Marshall (Secretary), J Dayment

2 The minutes of the meeting held on 26 January 2004, having been circulated to all Committee members, were approved with the addition of thanks to J Bevan for providing posters and tickets for the Barn Dance.

3 **MATTERS ARISING**
There were none.

4 **TREASURER'S REPORT**

The Treasurer distributed copies of the audited accounts to be submitted to the AGM. Funds had increased by a further £11,000 since the start of the year.

5 **New Hall**

A meeting had been held with a "grants officer" who visited the Hall on 15 March. He advised us that we should know the outcome to our application some time in May.

Present Hall Repairs

Roof leak repair still outstanding.

6 **EVENTS**

1. Thanks to Joan Mackenzie for contribution of £200 from Ladies Bridge event.
2. West Alvington Singers concert at Church on 28 April. WI to cater for food. Wine to be organized by R Cole and B Clarke
3. Courtesy of Mr & Mrs Atkins, a garden party to be held at Warren House on 5 June.
4. Lindsay Fletcher to be invited to next meeting to discuss tennis tournament to be held on 6 August.

Possible future events

- Flanders and Swan A Williams and A Durden
- 6 August 2004 **Tennis Tournament.** Lindsey Fletcher

7 **AOB**

1. Courtesy of Joan Mackenzie, coasters will be advertised in the Village Voice.
2. Thanks to M Barton for obtaining Charity Commission's consent to pay for Trustee indemnity insurance.
3. Thanks to Village Voice for a donation of £205 following sale of "Rock" photographs.

Committee changes

Rosemary Mackay welcomed as new WI representative.
John Crawford welcomed as new Bowls representative.
Thanks to John Dayment for past service.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 24 May 2004 at 6.00 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)

Signed.....(Chairman)

Date: 24.5.04

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
MONDAY 22 MARCH 2004 AT 7.30 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer),
J Barton, J Crawford, P Crawford, P Hurrell, K Livett, P Macdonald,
R Mackay, J Mackenzie,
+ 14 members of the public

1 APOLOGIES

G Marshall (Secretary), K Marshall, J Dayment

2 MINUTES OF 2003 AGM

The minutes of the previous AGM held on 28 March 2003, having been circulated, were approved and signed by the Chairman. Proposed by P Macdonald and seconded by J Barton.

3 CHAIRMAN'S REPORT

- A lottery application had been submitted and a Grants Officer had visited us. We hope to hear the outcome of our application by the end of June.
- Fund raising for the new Hall had been fantastic. Many thanks to Hall user groups, Smartie contributors and organizers, individual donors and all supporters of events. Both the Fete and the Sponsored Walk had been successful. Details had been given in the Village Voice. We must keep up the good work.
- A new notice board had been provided and placed on the outside of the hall.
- Thanks to all Committee members. 3 members are standing down and have been replaced as follows:
Bowls J Dayment replaced by John Crawford
WI J Parkin replaced by R Mackay
Church L Boxhall by R Parkin

Thanks

- to G Marshall (Secretary), B Clarke (Treasurer), Pat Crawford (booking secretary) and Ray Tavender (caretaker).
- to the Village Voice for publicity.
- to Martyn Grose and David Houghton for compiling the grant application and to Gillian Marshall for typing and collation.
- To Malcolm Northmore and Paul Carpenter for professional advice.

4 ANNUAL ACCOUNTS

The audited accounts were circulated to those present. They were approved. Proposed by T Trender and seconded by R Macdonald. Thanks were extended to Alan Chapman as Independent Examiner for a very professional and detailed set of accounts. His re-election was proposed by P Macdonald and seconded by J Mackenzie.

Of particular note was the magnificent sum of £44,668 raised by donors and fund raising events.

The "Smartie" campaign had raised £3,260.30 -from 222 individual donors - for which many thanks. Thanks to the Village Voice and their team, the Village shop and Derek Brown for their help with this campaign.

5 MATTERS ARISING

There were no matters arising.

6 ELECTION OF OFFICERS

At this stage P Hurrell took over the proceedings and proposed thanks to R Cole as Chairman for all his work.

In the absence of any other nominations

The Chairman was re-elected. Proposed by P Hurrell, seconded by J Crawford

The Treasurer was re-elected. Proposed by D Yeoman, seconded by P Hurrell

The Secretary was re-elected. Proposed by D Candy, seconded by A Grose

7 AOB

A Grose asked if any other grants had been applied for. Chairman replied that in excess of 30 charities and Trust organizations had been approached.

D Yeoman asked if the funds were purely for a new Hall. Told that some were as per the accounts.

R Macdonald asked if car park users would be given notice when building work commences. Told they would be notified.

The meeting closed at 8.05 pm. Chairman invited all present to coffee and nibbles and to purchase coasters and view photographic record of the Hall. Thanks to Joan Mackenzie.

Signed *T. S. Parkin* (Chairman)

Date: *14.03.05*

The undersigned are Trustees of the Parish Hall as at 22 March 2004:

R Parkin replacing L Boxhall

R. S. Parkin

R Mackay replacing J Parkin

M. R. Mackay

J Crawford replacing J Dayment

John F. Crawford

THURLESTONE PARISH HALL

COMMITTEE AND REPRESENTATIVES
as at April 2004

Chairman:	Mr Rowland Cole, Joseph's Garden, West Buckland, TQ7 3AF Tel. 561006
Treasurer	Mr Bill Clarke, 22 Meadcombe Road, Thurlestone, TQ7 3TB Tel. 561982
Secretary	Mrs Gillian Marshall, Leaside, Ilbert Road, Thurlestone TQ7 3NY Tel. 560214
Bowls	Mr John Crawford, Baidland, Downs Road, Thurlestone, TQ7 Tel. 560688
Friday Bridge	Mrs Joan Mackenzie, 7 Old Rectory Gardens, Thurlestone, TQ7 3PD. Tel. 560671
Keep Fit	Mrs Karen Livett, 8 Crosslands, Thurlestone TQ7 3TF Tel. 560131
Parochial Church Council	Mr R Parkin, Ardentigh, Court Lane, Thurlestone TQ7 Tel. 561215
Thurlestone & South Milton Horticultural Show and Village Voice	Mrs Pat Macdonald, 25 Mead Lane, Thurlestone TQ7 3PB Tel. 560436
Thurlestone & West Buckland Womens' Institute	Mrs R Mackay, 3B Landpath, Thurlestone TQ7 Tel. 560758
Thurlestone Parish Council	Mr Peter Hurrell, Woodlands, West Buckland TQ7 Tel. 560496
Wednesday Bridge	Mrs Jeanne Barton, 4 Old Rectory Gdns, Thurlestone, TQ7 3PD Tel. 560864
Parish Hall Booking Secretary	Mrs Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7 Tel. 560688
Caretaker:	Mr Ray Tavender, Tel 561616

Thurlestone Parish Hall

(A Registered Charity No 282906)

Trustees Report and Accounts for the Year ended 31 December 2003



Enclosed:

Pages 1/2
Page 3
Page 4
Pages 5/9
Page 10

Trustees Report
Statement of Financial Activities for the year to 31 December 2003
Balance Sheet as at 31 December 2003
Notes to those Accounts
Independent Examiner's Report

**MINUTES OF THE EXTRAORDINARY COMMITTEE MEETING HELD ON
FRIDAY 21 MAY 2004 AT 11.00 AM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke, G Marshall
J Crawford, P Crawford, P Hurrell, K Livett, P Macdonald, R Mackay,
J Mackenzie, R Parkin
D Houghton and M Grose

The Chairman explained that this Extraordinary Committee meeting had been called to discuss the letter dated 18 May, received from the Community Fund (CF) telling us that they have 'decided not to make a grant for your project on this occasion'.

"We felt that your application was very well planned and we were impressed with your fundraising record and we recognize the need for community facilities and the hard work of your committee. However, it is very difficult for an application such as yours to score highly under our main aim of addressing disadvantage or our local regional priorities criterion and in fact, these areas were not strongly addressed in your application".

The Chairman felt that we needed to agree on a public statement to be published in the next issue of the Village Voice which was due to be published very shortly. At this stage, P Macdonald asked if she could read a foreword which she had already been written about the CF which made a brief statement about the result but also remained positive.

David Houghton agreed that we must remain positive but the main reason for the Grant refusal had been that we were not disadvantaged enough and village halls were less likely to prevail on the list of the CF criteria. However, on receipt of the letter from the CF he had had a telephone conversation with Peter Foy, Grants Officer of the CF (who had met with the Fund Raising Committee in the Hall on 15 March). P Foy was most encouraging and explained that 'life is going to change in the Community Fund'. The Heritage Fund and CF will be amalgamated in November and the new organisation will possibly have money available for village halls. P Foy described our application as superb and the support of the community as phenomenal.

D Houghton has requested a list of projects which the CF fund has approved and he should be receiving this by fax today 21/5.

It is important to stay positive and to continue our fund raising.

The Chairman thanked David Houghton and Martyn Grose for all their efforts in putting forward such an excellent application. He continued to say that we will put in a new application in the next few months but before doing so will consult the timing of this with Peter Foy and also approach the CF Development and Communications Manager, Peter Kirkham and David Hancock of the Charity Bank as recommended in the CF letter.

We should follow all the options including:

Public Loan

Precept

Approach more charity trusts


Approach second home owners again

P Hurrell said that he had had a conversation with the new owners of Clannacombe who also felt they could help us apply for a grant.

P Macdonald suggested a separate Fund Raising Team who would not attend Committee Meetings but would help organize events. This would be discussed at our Committee Meeting on Monday 24/5.

R Cole would make a statement on behalf of the Parish Hall to be published in the Village Voice to the effect that we will press ahead with our Fund Raising harder than ever – using the D Day spirit !

The meeting adjourned as 11.25 am.

Signed.....(Chairman)

Date: 14.2.05

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 24 MAY 2004 AT 6.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, J Crawford, P Crawford, P Hurrell, K Livett,
P Macdonald, R Mackay, J Mackenzie, R Parkin

The meeting followed a site meeting held at Warren House to discuss Cream Teas being held on Saturday, 5 June.

1 **Apologies** There were none

2 The minutes of the meeting held on 22 March 2004, having been circulated to all Committee members, were approved and signed by the Chairman.

3 **MATTERS ARISING**

The Chairman commented on the excellent concert given by the West Alvington Singers in the Church on 28 April. A total of £508.50 had been raised after expenses.

4 **TREASURER'S REPORT**

The Treasurer reported that our funds now stand at £101,241.76, with just over £13,500 having been raised this year.

The Secretary informed the Committee that we still have over 150 tubes of Smarties and suggested that we should distribute these to holiday homes with a covering letter. This was agreed and various people offered to help with the distribution.

5 **New Hall**

We must not let the negative response from the Community Fund dampen our spirits. We would re-apply for funding after the amalgamation by the CF with the Heritage Fund and probably at the end of this fiscal year, but in the meantime would keep up our momentum for fund-raising. P Macdonald suggested organizing a team who would help organize fund raising events.

The Chairman asked P Hurrell to arrange a meeting with the owner of Clannacombe who had offered to help, perhaps with European funding.

Write to the two charities who had pledged donations and inform them of our present situation, (Action: G Marshall)

Present Hall Repairs

- Roof leak repair still outstanding
- Toilet for disabled - This should have been in place by 2004. However B Clarke has checked with the Council who say that we can postpone the alterations for a while - so long as our intentions are to build one eventually.
- B Clarke to get quotes for a wall-mounted thermostatically-controlled heater for the Ladies' toilets - to be linked to the electric meter which would guarantee that it could not be left on overnight. (Action: B Clarke)

6 **EVENTS**

Cream Teas at Warren House - 5 June, Saturday

Mr Cyril Atkins, owner of the house, has offered to double whatever we make that afternoon. As a result we have organized four stalls: Silent Auction, Bric-a-Brac, Plans and Deli/Cake.

Flanders and Swann - Saturday 3 July

A Williams and A Durden were organizing this event. P Macdonald coordinating and C White and G Marshall helping with tickets (80 tickets). P Crawford will apply for a license and B Clarke and R Parkin will run the bar. (Action: P Crawford)

Tennis Tournament - Friday 6 August

Janet Richardson and Lindsey Fletcher attended this part of the meeting as Janet is organizing the tennis side of things. The Committee will be responsible for everything else and Pat Crawford will liaise with Janet and the Committee.

Silent Auction - to be organized by Rowland Cole - probably in October.

Possible future events

Take Note concert in November - R Parkin to enquire
Quiz Night in December - G Marshall to ask Mike Jones.
Gentle Jazz evening - January 2005 - P Macdonald
Barn Dance in February - P Crawford

B Clarke to enquire about getting a Performing Rights License. (Action: B Clarke)

7 **AOB**

1. P Stafford, who had taken the photograph used on the cover of Village Voice and which had subsequently been sold pro the new hall, had printed the same photograph as postcards which he has donated to the Parish Hall. These would be sold at all our events at a price of 30p each.
2. It was suggested that we should approach the Chairman of the Board of Governors of the Village School to ask them if they would like to send a representative to our meetings. The Committee expressed concern that the School had stopped using the hall since last September. (Action: R Cole)
3. The piano may have to be tuned if it is needed for the Flanders and Swann concert. (P Macdonald to check).
4. The notice board on the outside of the hall is to be used solely for Parish Hall notices and the indoor board will be tidied up by B Clarke and G Marshall.
5. The Secretary would write to the SHDC to ask them to remove the abandoned car in our car park. (Action: G Marshall)

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 26 July at 6.00 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting closed at 7.30 pm

Signed  (Chairman)

Date: 26/7/04

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 26 JULY 2004 AT 6.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, J Crawford, P Crawford, P Hurrell, P Macdonald, J Mackenzie,
R Parkin

1 **Apologies** K Livett, R Mackay

2 The minutes of the meeting held on 24 May 2004, having been circulated to all Committee members, were approved and signed by the Chairman.

3 **MATTERS ARISING**

There were no matters arising

4 **TREASURER'S REPORT**

The Treasurer reported that our funds now stand at £108,512.66. He asked permission to transfer £25,000 to the COIF account as it paid a better interest rate. This was unanimously agreed.

We should look into re-writing a letter of appeal as R Parkin mentioned that various people had been surprised that they had not been approached for a donation.

P Hurrell asked if the school made any form of payment for using the car park. It was suggested that he should meet with the Headmaster to discuss.

(Action: P Hurrell/B Clarke)

It was also suggested that R Cole, B Clarke, P Hurrell and Simon Gotch (from Clannacombe) should meet with Alun Williams to discuss the use of the hall by the school.

(Action: R Cole)

5 **New Hall**

A new application to the Lottery Fund was being considered and a meeting would be held with a representative of the Community Fund and the fund raising committee to discuss.

Present Hall Repairs

- A window in the kitchen area had been broken once again but the culprit could not gain access to the hall as the window was screwed down.
- A heater in the Ladies Toilets would cost £60 but it was agreed that this was not worthwhile doing.
- J Barton asked if the lino could be repaired in the Ladies Toilets. It was agreed that a maximum of £80 could be spent on this. (Action: B Clarke/J Barton)
- The piano needed new castors (one was missing) and it was agreed that this should be done by Mr Ponsford the piano tuner, who had quoted £100 total cost to install. (Action: B Clarke).

6 **EVENTS**

Cream Teas at Warren House - 5 June, Saturday

The amount raised at this event was £1,209. Mr Atkins, owner of Warren House, and his wife kindly donated a further £2,000 bringing the total to £3,209.

Flanders and Swann - Saturday 3 July

This was a very enjoyable and well-attended evening with A Williams and A Durden. A total of £650.50, after expenses, was raised. £12 had been paid in performance rights.

Tennis Tournament - Friday 6 August

The next issue of the Village Voice would advertise this event and the same ad would be copied and delivered to as many holiday homes as possible by R Parkin, J Crawford, B Clarke and G Marshall.

We would ask Lindsay Fletcher to provide tennis balls, at our expense, as prizes,
(Action: P Crawford)

Silent Auction - Saturday 23 October - organizer R Cole

The format would be: free entrance and a pay bar (license already acquired)

Gentle Jazz evening - Saturday 13 November at 7.30 pm - organiser P Macdonald
Format: BYO supper. Tickets £6.00.

Barn Dance - Saturday 12 February - organiser P Crawford.

Twentieth Century Quiz (No. 2) - being organised by Sheila Sadler. All proceeds to the Hall Fund. All entries to be in by 11 September.

Possible future events

Take Note concert in December? - R Parkin to enquire and advise G Marshall.


Quiz Night in December? This would depend on Take Note Concert. To be organized by G Marshall with the help of Pat and Robin Macdonald. Details and dates to be finalized at the next meeting.

7 **AOB**

1. P Crawford, on behalf of the Bowls, asked for 2 weeks notice should the stage be required. Also B Clarke to check insurance re liability for bowls. (Action: B Clarke)
2. Joan Mackenzie distributed Mr Stafford's postcards among Committee members for them to sell.
3. M Grose and B Clarke had attended a Regional One Day Conference in Exeter, organized by the Local Council Clerks. The emphasis of this conference was on 'Funding and managing of Community projects' but they left at midday as they did not find it particularly helpful. The tickets were paid for by the Parish Council.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 20 September at 6.00 pm.
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting closed at 7.30 pm

Signed:  (Chairman)

Date: 20.9.04

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 20 SEPTEMBER 2004 AT 6.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, J Crawford, P Crawford, P Hurrell, K Livett, P Macdonald, R Mackay,
J Mackenzie and David Houghton

David Houghton (Fund Raising Committee) kindly attended the meeting to inform the Committee of what had been done so far.

He explained that, after the negative response from the Lottery Fund, we are investigating other opportunities. It was considered necessary to revise the estimate of our building quotes and, after consultation with Malcolm Northmore, another 7% (ie £20,000) had been added.

We have £111,000 in hand and it is estimated that we will need to raise a further £7,000 – £8,000 over the next year.

We have put in an application for a grant to DEFRA (Dept for Environment Food and Rural Affairs) for £175,000. Our contact in the Big Lottery Fund had recommended them and we appear to fit their objectives. We are hoping that our application will go in front of their panel towards the end of October.

In the meantime we will be receiving a visit from the Field Officer on 5 October. We are also trying to apply to the SHDC but they are in the process of reorganization and it has been frustrating trying to make a good contact. However David will continue to try to contact Ruth Bagley. Once we have the SHDC's support only then can we apply to the CCD (Community Council of Devon) as they will only award a grant if the SHDC is giving one.

Another option that we have is that of borrowing money.

We could get a Public Works Loan through the Parish Council against the precept. There will be an article in the forthcoming edition of the Village Voice explaining how this works but basically it would mean that, on a loan of £100,000 over 30 years, we would ask every household in the Parish to pay approximately £1.30/month more on their council tax.

We have also explored the possibility of a loan from the Charity Bank who are a low profit making organization. A meeting had been held with them in the morning and we would certainly qualify for a loan from them.

We would also pursue looking at contributions from developers in the Parish such as the Mead project.

After a few questions from the Committee, David left the meeting.

1 **Apologies** There were none

2 The minutes of the meeting held on 26 July 2004, having been circulated to all Committee members, were approved and signed by the Chairman.

3 **MATTERS ARISING**
There were no matters arising

4 **TREASURER'S REPORT**

The Treasurer reported that our funds now stand at £111,327.69.

Barclays current account	4,948.71
Barclays Tracker Account	19,992.70
COIF deposit fund	60,843.87
P.O. account	15,274.06
Investments	10,218.35

5 **New Hall**

See the above report from David Houghton

Present Hall Repairs

- The Committee agreed with the suggestion by Bill Clarke that we should consider buying a **portable stage** now rather than wait until we build the new hall. He has asked Malcolm Northmore to obtain some brochures.
- Ray Tavender and Charlie Mitchelmore had found the missing **piano castor** tucked inside the piano and had managed to fix it on thus saving £100 (see minutes of 26/7)
- Ladies Toilet repairs – It was agreed that no action should be taken at this stage.
- Fence – Ray Tavender had started to put up a fence for one of the properties (owner Peggy Collins) on our boundary but the posts had been placed on Hall property. We would ask him to remove the posts and write a letter to Peggy Collins. Peter Hurrell felt that a retaining wall could be built along her boundary thus gaining more car park space and we should get quotes to add this to our building estimate.

Action: R Cole/G Marshall

6 **EVENTS**

Tennis Tournament – Friday 6 August

This had been a great success and very well attended. The day raised £891.73. Lindsey Fletcher had asked RC if it could be repeated in August 2005 and the Committee felt that it would be a good idea. R Cole to confirm to LF.

Twentieth Century Quiz (No. 2) – organised by Sheila Sadler. This had raised £360.

Silent Auction – Saturday 23 October – organizer R Cole

R Cole needs objects and promises for this event. A request would be placed in the Village Voice. Pat Crawford would obtain a license.

Gentle Jazz evening – Saturday 13 November at 7.30 pm - organiser P Macdonald
Format: BYO supper and wine. Tickets £7.00.

Quiz evening or Take Note Concert in December?? One or other event to be confirmed by G Marshall/R Parkin

Barn Dance – Saturday 12 February – organiser **P Crawford**.

Trafalgar Day - 21 October 2005 – J Crawford

Wait to see if any other Parish organizations is planning an event.

7 **AOB**

A copy of Marian Rigby's generous offer of B&B and transport to Heathrow (PC in the Village Shop) pro the Parish Hall funds had been circulated to all Committee members. R Cole had written a letter of thanks for this generosity.

Further to an enquiry by John Crawford, Bill Clarke stated that our insurance does cover individuals injured in the course of carrying out Parish Hall activities.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 29 November at 6.00 pm.

If anyone is unable to attend please advise the Secretary (tel. 560214)

The meeting closed at 7.30 pm

Signed:  (Chairman)

Date: 29.11.04

**MINUTES OF THE EXTRAORDINARY COMMITTEE MEETING HELD ON
SATURDAY 30 OCTOBER 2004 AT 10.30 AM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke, G Marshall
J Barton, J Crawford, P Hurrell, K Livett, P Macdonald, R Mackay,
J Mackenzie, R Parkin
D Houghton, M Grose and M Northmore

Apologies: P Crawford

The Chairman explained that this Extraordinary Committee meeting had been called to announce the good news that DEFRA (Dept for Environment, Food and Rural Affairs) had approved our application for a grant of £175,000.

Still in the pipeline are applications to the Community Council of Devon and to SHDC for further grants but we are now in a position to start planning for building and admin.

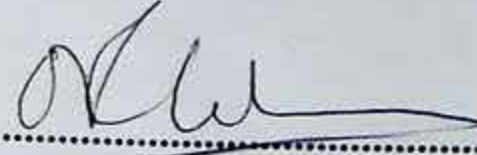
The Chairman suggested that a **Construction sub-committee** should be formed to oversee this project. This would include: David Houghton, Martyn Grose, Malcolm Northmore, Paul Carpenter, Bill Clarke, Peter Hurrell and Gillian Marshall.

- Building will hopefully start in April.
- A letter should be sent to the school re the car park situation during construction.
- We would approach the Parish Council to borrow £50,000 against the precept. This loan has already been approved by the Deputy Prime Minister.
- We should buy forward where possible eg steel.
- Pat Macdonald was nominated as Press Officer and all queries to be directed to her.

B Clarke and M Grose were scheduled to meet the neighbours on Monday re lifting the covenant on their property as they would like to build a house there. After lengthy discussion it was decided to cancel the meeting as the majority of the Committee were not in favour of a change in the covenant. This matter would be discussed again at our next meeting on 29 November.

Martyn Grose thanked Malcolm Northmore and Paul Carpenter for all their work without charge which was very much appreciated.

The meeting closed at 11.10 and was followed by a small celebratory drink.

Signed.....(Chairman)

Date:.....29.10.04.....

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 29 NOVEMBER 2004 AT 6.00 PM IN THE PARISH HALL**

Present R Cole (Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, J Crawford, P Crawford, P Hurrell, K Livett, P Macdonald, R Mackay,
J Mackenzie, R Parkin

1 **Apologies** There were none

2 The minutes of the meeting held on 20 September 2004 and the Extraordinary Meeting held on 30 October, having been circulated to all Committee members, were approved and signed by the Chairman.

3 **MATTERS ARISING**

Stage - R Parkin has been given the task of looking into the various options of mobile staging. P Crawford said she would get her son to send a catalogue.

School use of hall/car park - D Houghton and G Marshall had met with A Williams, Headmaster, to discuss the use of the hall by the pupils and to ascertain if there was anything we could include in the new hall which would be useful to the school. A plan of the new hall was left with Mr Williams. They also explained that the building would be starting in April and therefore the car park would not be available for about six months.

It was agreed, by the Committee, that we would contact the Parents Association of both All Saints Primary School and Pearson Play Group, to ask for a contribution towards car park expenses, once the new hall was up and running.

4 **TREASURER'S REPORT**

The Treasurer reported that our funds now stand at £115,896.98.

An "Authority for the disbursement of funds granted by the Thurlestone Parish Council to the Trustees of the Thurlestone Parish Hall for the rebuilding of the Hall" had been drawn up. This would enable the Sub Committee (Construction Committee) of Thurlestone Parish Hall, to administer and control the disbursement of funds which the Parish Council would obtain against the precept.

The signing of this document by R Cole was proposed by J Barton and seconded by R Parkin and passed unanimously.

The Committee also agreed to the proposed members of the Construction Committee. Proposed by P Macdonald and seconded by J Crawford. That D Houghton should be the Chairman of this Construction Committee was proposed by R Cole and seconded by P Hurrell.

The Treasurer suggested opening a new bank account specifically for building funds. This was proposed by J Barton and seconded by J Crawford.

5 **New Hall**

G Marshall asked for suggestions for storage space for our present equipment during the building period. P Hurrell would ask G Stidston if he had an empty barn.

Present Hall Repairs

Dart Fire had recommended that we should replace the fire blanket. This would be done for the new Hall.

Action: P Hurrell

Action: B Clarke

6 **EVENTS**

The Rumble Sale and Coffee Morning on 23 October had raised £640.13. Many thanks to J Mackenzie and P Macdonald for the excellent organization.

The Gentle Jazz evening held on 13 November was another sell out (raising £678.11) and again many thanks to P Macdonald for organizing this event.

FUTURE EVENTS 2004/05

- Take Note Concert (and Christmas Raffle) - Saturday 11 December - R Parkin
- Quiz night - Saturday 29 January - P Macdonald
- Barn Dance - Saturday 12 February - P Crawford
- Kingsmen Concert - March - P Macdonald
- Cream Teas - 19 June (D Parker Swift)
- Tennis Tournament - 5 August (L Fletcher)
- Trafalgar Day - 2nd October 2005 - J Crawford

7 **AOB**

B Clarke said that a Party Wall Agreement would have to be drawn up between the Parish Hall and the adjoining neighbours if we build a retaining wall for the car park on the boundary. A solicitor would be needed both for this and also for VAT advise. B Clarke suggested P Housego of Beers and this was agreed to.

G Marshall asked the Committee to make sure they returned the Christmas Raffle ticket stubs to her before the 11 December when the raffle would be drawn.

Rowland Cole, Chairman, announced that he had decided to relinquish his role as Chairman due to his travel commitments. Ron Parkin was agreeable to becoming Acting Chairman and this was proposed by R Mackay and seconded by J Crawford.

David Houghton was co-opted onto the Committee (as Chairman of the Construction Committee). Proposed by R Parkin and seconded by P Macdonald. That he should then be Deputy Chairman was proposed by R Cole and seconded by J Crawford.

A vote of thanks was given to R Cole by the Committee for his many years of service. Proposed by B Clarke and seconded by P Hurrell.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 17 January at 5 pm
If anyone is unable to attend please advise the Secretary (tel. 560214)
The meeting closed at 7.05 pm

Signed: T B Parkin (Chairman)

Date: 17.01.05

THURLESTONE PARISH HALL

COMMITTEE AND CO-OPTED* MEMBERS
as at January 2005

Acting Chairman:	Mr Ron Parkin, Ardentigh, Court Lane, Thurlestone TQ7 3ND Tel. 561215
Deputy Chairman*	Mr David Houghton, 2 The Old Rectory, Thurlestone TQ7 3NJ Tel 560555
Treasurer	Mr Bill Clarke, 22 Meadcombe Road, Thurlestone, TQ7 3TB Tel. 561982
Secretary	Mrs Gillian Marshall, Leaside, Ilbert Road, Thurlestone TQ7 3NY Tel. 560214
Bowls	Mr John Crawford, Baidland, Downs Road, Thurlestone, TQ7 3NF Tel. 560688
Friday Bridge	Mrs Joan Mackenzie, 7 Old Rectory Gardens, Thurlestone, TQ7 3PD. Tel. 560671
Keep Fit	Mrs Karen Livett, 8 Crosslands, Thurlestone TQ7 3TF Tel. 560131
Parochial Church Council	Mr Ron Parkin, Ardentigh, Court Lane, Thurlestone TQ7 3ND Tel. 561215
Thurlestone & South Milton Horticultural Show and Village Voice	Mrs Pat Macdonald, 25 Mead Lane, Thurlestone TQ7 3PB Tel. 560436
Thurlestone & West Buckland Womens' Institute	Mrs Rosemary Mackay, 3B Landpath, Thurlestone TQ7 3PE Tel. 560758
Thurlestone Parish Council	Mr Peter Hurrell, Woodlands, West Buckland TQ7 3AQ Tel. 560496
Wednesday Bridge	Mrs Jeanne Barton, 4 Old Rectory Gdns, Thurlestone, TQ7 3PD Tel. 560864
Parish Hall Booking Secretary*	Mrs Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7 3NF Tel. 560688
Caretaker:	Mr Ray Tavender, Tel 561616

THURLESTONE PARISH HALL
Minutes of the Committee Meeting held on
Monday 17th January 2005, 5.00 pm in the Parish Hall

PRESENT: R Parkin (Acting Chairman), D Houghton (Deputy Chairman), B Clarke (Treasurer), P Macdonald (Acting Secretary), J Crawford, P Crawford, K Livett, R Mackay, J Mackenzie.
Apologies received from J Barton, P Hurrell and G Marshall.

1 MINUTES

Minutes of the meeting held 29th November 2004 were signed following one correction to Minute 6. Trafalgar Day date shown altered from 21st to 22nd October.

2 MATTERS ARISING FROM THE MINUTES

Payment for Car Parking Agreed that both the School and the Pearson Play Group should be formally asked to pay parking fees.

3 TREASURER'S REPORT

The Treasurer reported that our funds now stand at £121,304.29. During the year 2004 £31,161.03 had been raised.

The first of the Gift Aid credits has been received, over £600, and the Wednesday Bridge had donated £1,000. £18,000 had been received in donations. The Smarties fund is now £5,600 (with Gift Aid to come). Agreed that, in view of the building work, the 'season ticket' for car-parking at the Hall should be temporarily reduced from £30.00 to £10.00.

4 CONSTRUCTION TEAM REPORT

David Houghton, attending his first meeting as Deputy Chairman and Chairman of the Construction Team, was welcomed and reported as follows:

Building work Builders Rogers & Patey of Kingsbridge had been sent a Letter of Intent and, following a meeting with them later this month, it is hoped a formal contract can be signed in February. The contract will include a timing commitment and a fixed price based on Malcolm Northmore's final drawings.

The DEFRA money will be available from early April. The money raised from the precept agreed by the Parish Council has been included in the financial plans and confirmation of the details of the loan are required in writing. All the monies should be 'locked in' by the end of February and the contract signed.

The specification was submitted to an expert who advised the use of an acoustic sound-absorbing lining to the Hall's ceiling and this has been added.

Final amendments to the plan have been made, where acceptable, after consultation. Subject to Planning Department agreement, the small meeting room will be extended by one metre to give key additional floor space and a number of other minor adjustments have been made. *It is stressed that all the building plans are now finalised and no further amendments can be allowed under any circumstances.*

Demolition & closure of old Hall. This will start in early April. Any items in the Hall which belong to users must be removed **before the 19th March 2005**, which is the date the Hall will be finally cleared and closed. Items, including the piano, not required for use in the new Hall, will be disposed of. Joan Mackenzie agreed to look after the archive photos which are in the Hall. The WI may have the window curtains (which they donated some years ago) if they wish. The future of the velvet stage curtains will be considered.

Storage. Geoffrey Stidston has offered the use of one of his barns for storage of chairs, etc., but the folding 'Go-Pak' tables must be treated carefully and perhaps stored by people at their homes.

Car-parking. Notice to be given immediately (by Bill Clarke) to the School, Pearsons, Library Van, holiday-home owners, and bordering properties whose oil deliveries are made via the car park, that this facility will not be available after the 1st April 2005. **The vehicular right of way which exists must be maintained during building work.**

Publicity. The outside notice board at the Hall cannot be placed on the wall at the Village Stores (because it is a Listed Building), so David Houghton will talk to Adrian Masters about the possibility of having a free-standing 'A-board' outside the shop. On this he proposes, frequently, to post updates on building progress and photos.

Car park retaining wall. Bill Clarke has done a drawing of what is required and will be in contact with the South Hams Council about it.

Garage party wall. Bill Clarke said we require an agreement with the Prowses regarding our commitment to make good the wall of our old Football Room which they have used to build a garage. He said he would also like to raise again the question of lifting the covenant on their property; after some discussion it was agreed that we should hold to the decision taken at a previous meeting not to change the covenant.

Further grants. David Houghton confirmed that applications for funding are still being considered by the South Hams Council, the Community Council for Devon (we hope to hear by the end of their financial year), and the Rank Corporation. Our District Councillor is to be urged again to try and get an answer. David Houghton also said he might consider asking DEFRA for a little further funding.

5 USAGE OF THE NEW HALL

Ron Parkin stressed the need for us to focus hard on ideas for bringing in new user groups (including perhaps a youth club), and to try and recruit some younger people, possibly with families at school, for co-option to the Parish Hall committee but not as Trustees, as this term tends to 'frighten' people. It was vital that maximum use was made of the Hall - which at present is mostly unused all Sunday, all day Monday, Tuesday afternoon, all day Wednesday and all day Friday. **He urged us to give this very serious consideration and come to the next meeting with some new ideas.**

6 EVENTS

Take Note concert made £600.00 (PCC)

Christmas Raffle made £661.50 (Gillian Marshall)

Quiz Night, 29.1.05, has three tables left to sell but P Macdonald optimistic

Barn Dance, 12.2.05. Committee issued with six tickets each to sell

Kingsmen, March. Unfortunately this has to be cancelled as no venue available. An invitation to be issued for next year at the new Hall

Cream Teas at Lower Kerse, 19.6.05. Provision of a 'ferrying service' vital as the lane is narrow. Tickets to be sold with a note of such arrangements

Early August, Piano Recital by Alexander Winter, possibly at Hotel (Louise Boxall)

Tennis Tournament, 5.8.05. We will be charged for the courts but this will be challenged

Trafalgar Day celebration to be on 22nd (not 21st) October 2005 (John Crawford)

Take Note concert, 10.12.05 (Ron Parkin)

7 ANNUAL GENERAL MEETING.

The AGM will be held on Monday 14th March 2005, 7.30 pm. Joan Mackenzie confirmed that she is willing to provide coffee and biscuits to follow and will bring the photograph albums.

8 PRESENTATION TO ROWLAND COLE

Agreed that an engraved Dartington glass beer tankard should be purchased and presented to Rowland as a small token of appreciation. Joan Mackenzie offered to attend to this. Inscription to include the words "Rowland Cole, Chairman, Thurlestone Parish Hall 1997 to 2004". Cost to be shared by the Trustees.

9 DATE OF NEXT COMMITTEE MEETING

Monday 14th March 2005, 5.30 pm (note new time)

The meeting closed at 6.30 pm

J Sh Parkin

14 March 2005

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
MONDAY 14 MARCH 2005 AT 7.30 PM IN THE PARISH HALL**

Present R Parkin (Deputy Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, J Crawford, P Crawford, P Hurrell, K Livett, P Macdonald,
R Mackay, J Mackenzie,
+ 19 members of the public

1 APOLOGIES

R Cole, D Houghton and F Mackenzie

2 MINUTES OF 2004 AGM

The minutes of the previous AGM held on 22 March 2004, having been circulated, were approved and signed by the Chairman. Proposed by P Hurrell and seconded by J Barton.

3 MATTERS ARISING

There were no matters arising.

4 ACTING CHAIRMAN'S REPORT

R Parkin explained that he had taken over as Deputy Chairman from R Cole in January and we owed a great debt of thanks to him for his many years as Chairman and his very successful role in 'getting the ball rolling' and raising funds for the new hall.

2004 had been a year of ups and downs. Soon after the rejection by the Lottery Fund we had received the good news of a grant of £166,209 from DEFRA. This was followed by the grant from the Parish Council who had obtained £100,000 by means of a loan from the Public Works Loan Board which would be repaid by Parishioners over a period of 30 years through the Parish Precept. Added to this was an impressive amount raised by events and donations.

Thanks were also given to
G Marshall (Secretary), B Clarke (Treasurer), Pat Crawford (booking secretary) and Ray Tavender (caretaker)

Also to Malcolm Northmore who had generously dedicated a huge amount of time at no charge whatsoever in drawing up the plans for the hall and making various alterations.

To Paul Carpenter for his professional advice.

To David Houghton for all his hard work.

To the Chairman of the Parish Council Kit Marshall.

Progress on the construction of the New Hall would be posted in the notice board outside the Village Stores and also in the Village Voice. The new Hall should be ready by October.

5 ANNUAL ACCOUNTS

The audited accounts were circulated to those present. They were approved. Proposed M Grose and seconded by J Barton.

The Treasurer pointed out that the hire fees had exceeded the costs by £1,400 which was a healthy sign considering that the Church no longer uses the Hall.

Thanks were extended to Alan Chapman as Independent Examiner for a very professional and detailed set of accounts. His re-election was proposed by R Macdonald and seconded by J Mackenzie.

Thanks were also extended to the Village Voice for printing copies of the accounts.

The Treasurer explained that in order to open an Escrow account we needed approval by those present to appoint Barclays Bank and to formally ratify existing arrangements. Proposed by B Clarke and seconded by M Grose.

6 ELECTION OF OFFICERS

At this stage P Hurrell took over the proceedings and proposed thanks to the Committee, David Houghton and Martyn Grose.

He proposed that R Parkin should be elected Chairman, seconded by P Macdonald.

In the absence of any other nominations

The Treasurer was re-elected. Proposed by R Parkin, seconded by P Hurrell

The Secretary was re-elected. Proposed by R Parkin, seconded by A Grose

7 AOB

The Chairman proposed that P.O.T.S. should be represented on the Committee and Chris White was elected.

L Hubbard said that POTS would give advice and support on the selection of audio/visual equipment for the new hall.

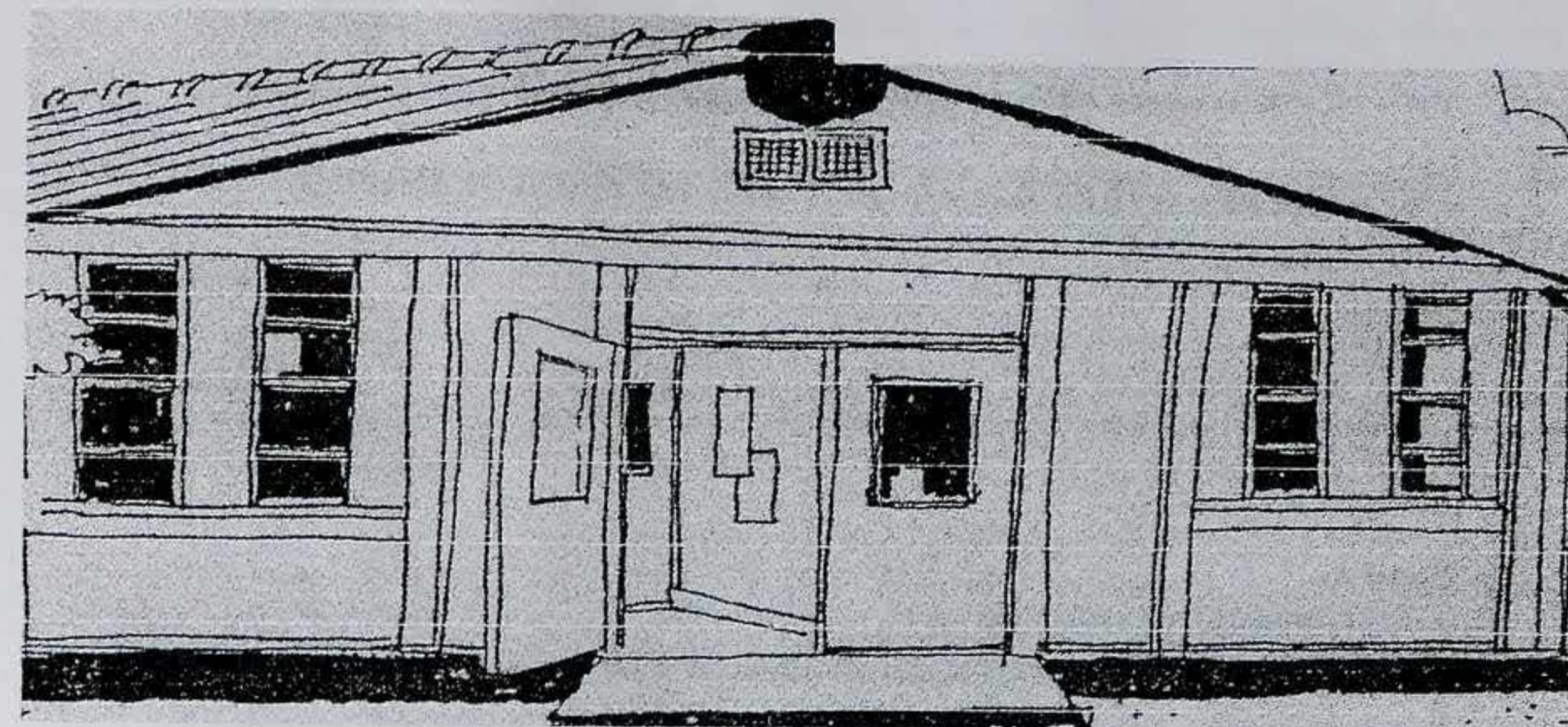
J Mackenzie proposed a vote of thanks to R Parkin for so ably taking over as Chairman.

The meeting closed at 8.05 pm. The Chairman invited all present to a glass of wine, nibbles and to view Joan Mackenzie's excellent photographic record of the Hall.

Signed (Chairman)

Date:

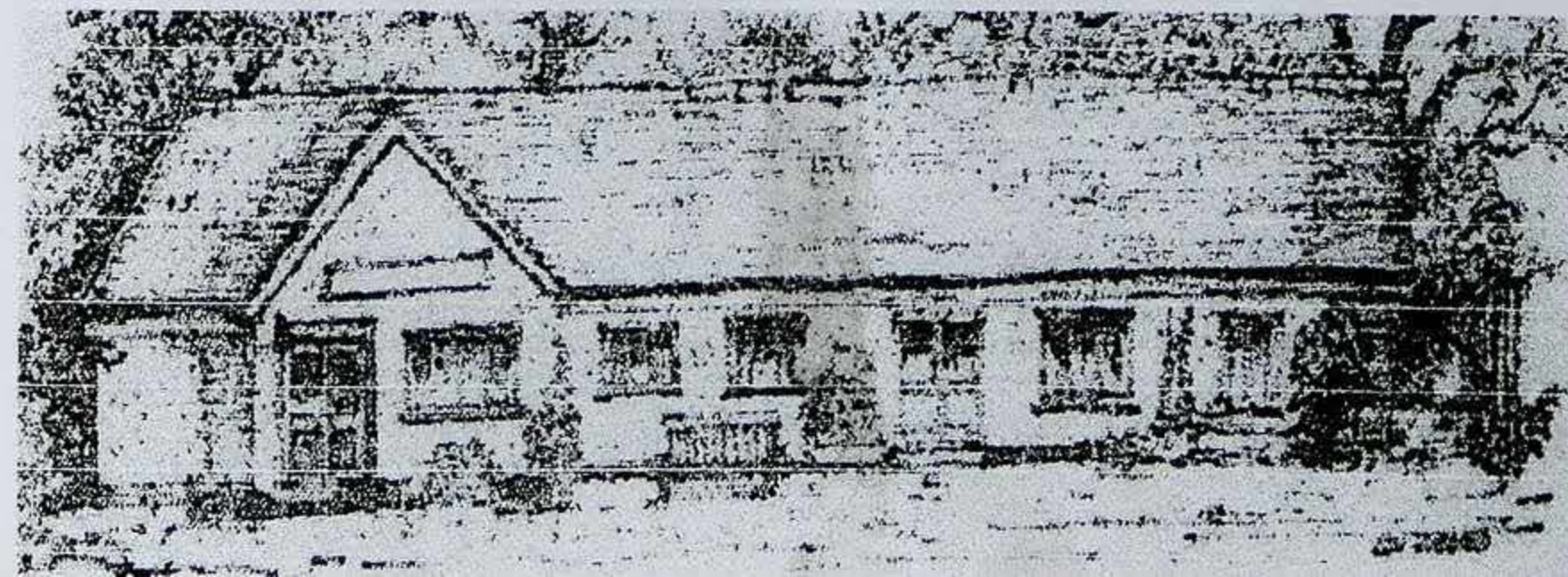
Thurlestone Parish Hall



You have served us well
1938 to 2005

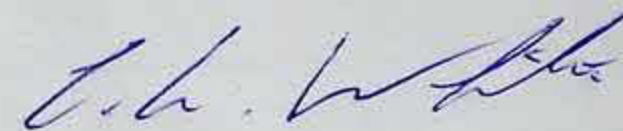
Trustees Report ; Income & Expenditure Account and Balance Sheet for the Year ended
31st December 2004.

2005 and onwards



The undersigned is a Trustee of the Parish Hall, representing POTS,
elected at the AGM on 14 March 2005

Chris White



THURLESTONE PARISH HALL

COMMITTEE AND CO-OPTED* MEMBERS

as at March 2005

Chairman:	Mr Ron Parkin, Ardentigh, Court Lane, Thurlestone TQ7 3ND Tel. 561215. e-mail: tsr.parkin@virgin.net
Deputy Chairman*	Mr David Houghton, 2 The Old Rectory, Thurlestone TQ7 3NJ Tel 560555, e-mail: Mdhoughtonrec@aol.com
Treasurer	Mr Bill Clarke, 22 Meadcombe Road, Thurlestone, TQ7 3TB Tel. 561982. e-mail: clarke@meadcombe.freemove.co.uk
Secretary	Mrs Gillian Marshall, Leaside, Ilbert Road, Thurlestone TQ7 3NY Tel. 560214. e-mail: kigimarsh@aol.com
Bowls	Mr John Crawford, Baidland, Downs Road, Thurlestone, TQ7 3NF Tel. 560688. e-mail: jcbaidland@btinternet.com
Friday Bridge	Mrs Joan Mackenzie, 7 Old Rectory Gardens, Thurlestone, TQ7 3PD. Tel. 560671
Keep Fit	Mrs Karen Livett, 8 Crosslands, Thurlestone TQ7 3TF Tel. 560131. e-mail: karen@themedevon.fsnet.co.uk
Parochial Church Council	Mr Ron Parkin, Ardentigh, Court Lane, Thurlestone TQ7 3ND Tel. 561215. e-mail: tsr.parkin@virgin.net
P.O.T.S.	Mr Chris White, 5 Mead Lane, Thurlestone, TQ7 3PB Tel. 560505. e-mail: chrisandlisa@themed.co.uk
Thurlestone & South Milton Horticultural Show and Village Voice	Mrs Pat Macdonald, 25 Mead Lane, Thurlestone TQ7 3PB Tel. 560436. e-mail: RbnMacd@aol.com
Thurlestone & West Buckland Womens' Institute	Mrs Rosemary Mackay, 3B Landpath, Thurlestone TQ7 3PE Tel. 560758
Thurlestone Parish Council	Mr Peter Hurrell, Woodlands, West Buckland TQ7 3AQ Tel. 560496
Wednesday Bridge	Mrs Jeanne Barton, 4 Old Rectory Gdns, Thurlestone, TQ7 3PD Tel. 560864. e-mail: mbarton@bedruthan.freemove.co.uk
Parish Hall Booking Secretary*	Mrs Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7 3NF Tel. 560688. e-mail: jcbaidland@btinternet.com
Caretaker:	Mr Ray Tavender, Tel 561616

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 14 MARCH 2005 AT 5.30 PM IN THE PARISH HALL**

Present R Parkin (Acting Chairman), D Houghton (Deputy Chairman), B Clarke (Treasurer),
G Marshall (Secretary)
J Barton, J Crawford, P Crawford, P Hurrell, K Livett, P Macdonald, R Mackay,
J Mackenzie

1 **Apologies** There were none

2 The minutes of the meeting held on 17 January 2005, having been circulated to all Committee members, were approved and signed by the Chairman.

3 **MATTERS ARISING**

School parking fees – It was agreed that we should write to the PTA now and once again when the new hall is built, asking them to contribute towards parking fees.

Action: R Parkin

Presentation for R Cole: It was suggested that a small brass compass should be purchased and suitably engraved up to the value of £60.

Action: R Parkin

4 **TREASURER'S REPORT**

The Treasurer reported that donations for 2005 were £6,400.63. This included Smarties and fund raising.

The Treasurer suggested that we should continue to pay Ray Tavender, our caretaker, £60/month during construction. This was agreed unanimously.

Insurance: The building is insured until the end of March. We would continue with third party and employer's liability during construction.

For purposes of opening an Escrow account we need to formally minute that Barclays are our bankers. The monies from the Parish Council and DEFRA would be paid into this account.

5 **New Hall**

D Houghton reported that the building of the new Hall would begin in April and the demolition people would be on the site as from 4 April. The ground work would start on the 11 April and the steelwork on 17 April.

An application has been submitted to Planning for the Retaining Wall and Safety Barrier. A landscape plan has also been submitted to them. In the meantime Jack Rhymes has trimmed the hedge along the bank and M Blight has cut down the trees on his bank.

An application has also been submitted to DEFRA for further funding to cover the Retaining Wall and Safety Barrier.

We are in the process of drawing up a fixed price building contract for £310,861.50.

The importance of maintaining confidentiality about our financial affairs until all applications were resolved was stressed.

Progress of the building work would be posted on the Parish Hall Notice Board now placed outside the Village Stores.

The Keep Fit would like the possibility of placing Barres in the new hall to be considered.

We should get an estimate for placing a metal bar at the entrance to the car park to stop lorries and caravans using the car park. The library could have a key to this.

Action: D Houghton

At this stage the Chairman had a brain storming session asking for suggestions for new user groups.

6 **FUTURE EVENTS**

- Cream Teas at the Parker Swifts – 19 June (P Macdonald)
- Piano Recital at the Hotel – 2 August (R Parkin)
- Tennis Tournament at the Golf Club – 5 August (L Fletcher)
- Trafalgar Day - 22 October – J Crawford
- Take Note Concert – 3 December (R Parkin)

7 **AOB**

The Chairman proposed that Chris White should join the Committee representing P.O.T.S. (Parish of Thurlestone Society). This was unanimously agreed.

The Golf Club has kindly agreed to let us hold our Committee Meetings in the Ladies Room until the new Hall is built.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 25 April at 5 pm in the Ladies Room at Thurlestone Golf Club.

If anyone is unable to attend please advise the Secretary (tel. 560214)

The meeting closed at 7.05 pm

Signed: R Parkin (Chairman)

Date: 25.4.05

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 25 APRIL 2005 AT 5.00 PM IN THURLESTONE GOLF CLUB**

Present R Parkin (Chairman), D Houghton (Deputy Chairman), B Clarke (Treasurer),
G Marshall (Secretary)
J Barton, K Livett, P Macdonald, R Mackay, J Mackenzie, C White
R Cole (for the presentation)

The Chairman thanked Rowland Cole for all his hard work as Chairman from 1997 until the AGM in 2005. It was thanks to him that the 'ball had got rolling' for a new hall. He presented him with a gift, on behalf of the Parish Hall, of a Casio Time and Tide watch (appropriate for a sailor) together with a card signed by most of the Committee. RC in turn expressed his gratitude to the Committee members past and present and said the hall would always be close to his heart.

1 **Apologies** J and P Crawford, P Hurrell

2 The minutes of the meeting held on 14 March 2005, having been circulated to all Committee members, were approved and signed by the Chairman.

3 **MATTERS ARISING**

School parking fees- It was agreed that we should write to the PTA of both Thurlestone all Saints School and the Pearson Play group asking them to contribute towards parking fees.

Action: R Parkin

4 **TREASURER'S REPORT**

Funds now stand at £129,000. £100,000 had been paid into our Escrow account by Thurlestone Parish Council (money from the PWLB).

The following grant offers had also been received:

SHDC	£25,000
DEFRA	£12,768.75 (75% of cost of Retaining Wall and Security Barrier – subject to planning)
CCD	£13,000

D Houghton stressed the importance of the Committee maintaining confidentiality about our financial affairs. We need to be cautious about giving the impression that we have too much money. Not only do we need to build the hall but we also need to equip it to a high standard.

5 **New Hall**

A fixed price building contract had been signed on 21 March for £310,861.50 with Rogers & Patey. Work on the site had commenced on 4 April – the old hall had been demolished and we were awaiting the steelwork. The gap on the roadside in the bank had been closed and will eventually be landscaped.

One of the neighbours on the East side has stated that she does not want a fence – only a mature hedge. However Planning have insisted on both!

A site meeting of the Construction Committee would be held on Friday at 9.00 a.m. As a result of this meeting we would be sending a report to DEFRA and applying for our first reimbursement. This information will be placed on the notice board. A planning application

has been submitted for the Retaining Car Park Wall and Safety Barrier. DEFRA have agreed to fund 75% of the cost of this subject to planning.

6. **FUTURE EVENTS**

- Cream Teas at the Parker Swifts – 19 June (P Macdonald)
- Piano Recital at the Hotel – 2 August (R Parkin)
- Tennis Tournament at the Golf Club – 5 August (L Fletcher)
- Trafalgar Day – 22 October (J Crawford)
- Take Note Concert – 3 December (R Parkin)

7 **AOB**

The Chairman proposed that Hall Hire Charges should be on the Agenda for our next meeting.

RP had received a letter from Jennifer Johnson making sure that the hall would be available for Art Classes 3 Thursdays per month – all day.

D Houghton stressed that bookings must be carefully controlled particularly as we would have two rooms to book.

Security was also a consideration and perhaps the use of CCTV cameras should be considered. (To be discussed at our next meeting).

The Bowls Club had written to R Parkin, re the stage, that their members will not be asked to set or lift the new stage and mats will be available on Tuesdays and Thursdays throughout the year. It was agreed the Chairman would reply that all users of the Hall's facilities must leave the Hall ready for the next, but that the increased usage would require some flexibility on the part of user groups and their traditional days.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 6 June at 5.00 pm in the Ladies Room at Thurlestone Golf Club.

If anyone is unable to attend please advise the Secretary (tel. 560214, or email: kigimarsh@aol.com)

The meeting closed at 6.05 pm.

Signed R Parkin (Chairman)

Date: 6.6.05

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 6 JUNE 2005 AT 5.00 PM IN THURLESTONE GOLF CLUB**

Present R Parkin (Chairman), D Houghton (Deputy Chairman), B Clarke (Treasurer),
G Marshall (Secretary)
J Barton, J & P Crawford, P Hurrell, K Livett, P Macdonald, R Mackay, J Mackenzie,
C White

1 **Apologies** There were none

2 The minutes of the meeting held on 25 April 2005, having been circulated to all Committee members, were approved and signed by the Chairman.

3 **MATTERS ARISING**

J Crawford queried the position of assembling and dismantling the stage. The Chairman clarified that "every user leaves the hall clear for the next user".

RP to write reply to Jennifer Johnson re availability of the hall for art classes.

4 **TREASURER'S REPORT**

The first payment from DEFRA had not yet been received but the application for the grant had been sent in.

A £5,000 grant has been received from Awards for All towards the purchase of the bowling mats and stage.

5 **New Hall**

A progress report for May has been posted on the Parish Hall notice board outside the village shop together with recent photos. DH reported that the foundation slabs are in, the walls are going up and the building is still ahead of schedule.

As for our planning application for the Car Park Retaining Wall, DH had been advised by SHDC that we should have the result by 15 June. There have been no objections.

The Construction Committee is working to ensure that all facilities are in place. C White is heavily involved in the choice and installation of the audio visual equipment. Acoustic tiles will be placed in the main hall.

South East boundary

The Prowses on the SE boundary have alleged that we have damaged their workshop, and that we have not contacted them re our building plans. After various meetings with them it was established that they would like to change the covenant in order to knock down the workshop and build a double garage. We have taken advice from Paul Housego, solicitor, on this matter and subject to committee approval, we will allow them to build a double garage in return for dropping the claim against us. This was unanimously approved.

However, in the covenant it does specify that they are also liable for 1/8 of the cost of maintaining and repairing the car park. This has not been enforced so far but could amount to quite a bit when we tidy up the car park as part of the new hall.

North boundary

Peter Hurrell recommended that we should mark the boundary between us and M Blight's garage. This was felt to be a wise move.

Action: Construction Committee

Hall Charges

As the new hall charges will include the heating it was agreed that the price per hour for the main users would be £5. B Clarke would draw up a proposal by the next meeting for charges to all users to be adjusted accordingly.

Security

It was agreed that CCTV cameras should be considered but not an alarm system at this stage. The Chairman pointed out that the new Hall will have to be managed more carefully as we will have more expensive equipment. Locking up and unlocking would have to be carefully supervised.

Action: Construction Committee

6. **FUTURE EVENTS**

• **Cream Teas at the Parker Swifts** – 19 June (P Macdonald)
P Macdonald is organizing the tea. Tickets at £5 are being sold in advance. D Parker-Swift is handling advertising, posters etc. Crockery has been ordered by G Marshall. Tables and chairs would have to be taken to Kerse Farm.

• **Piano Recital at the Hotel** – 2 August (R Parkin)
Tickets for this event will be £7/head. The hotel has agreed to provide simple canapés at £2.95/head.

• **Tennis Tournament at the Golf Club** – 5 August (L Fletcher)
RP to ask Joan Booth if she could cater for lunch.
He would also enquire about the need for a licence in order to sell Pimms and query the £100 we have been asked to contribute to the Club for the use of the courts.

Action: R Parkin

• **Trafalgar Day** – 22 October (J Crawford)
As the hall would not be handed over until week commencing 24 October this event could not be held there. RP would enquire at the Golf Club to see whether we could perhaps hold a joint event there.

Action: R Parkin

• **Take Note Concert** – 3 December (R Parkin)

7 **AOB**

RP announced that, after 7 years, G Marshall has resigned as Secretary but will continue on the Construction Committee until the Hall is complete. RP is looking for a successor.

RP also stressed that the structure of the Committee needed to be looked at carefully re Administration, Bookings and Maintenance. He was confidently expecting bookings of the new hall to increase. To be discussed at the next meeting.

Marketing the hall should also be considered and G Marshall has produced a draft leaflet to be circulated to all Committee members for their comments. This leaflet could be sent to prospective users.

C White mentioned the use of wind turbines for producing our electricity but the Committee felt that this should be considered at a future date.

8 **DATE OF NEXT MEETING**

The next meeting will take place on Monday 25 July at 5.00 pm in the Ladies Room at Thurlestone Golf Club.

If anyone is unable to attend please advise the Secretary (tel. 560214, or email: kigimarsh@aol.com)

The meeting closed at 6.35 pm.

Signed R. Parkin (Chairman)

Date: 25.7.05

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 25TH JULY 2005 AT 5.00PM IN THURLESTONE GOLF CLUB**

Present R Parkin (Chairman), D Houghton (Deputy Chairman), B Clarke (Treasurer), G Marshall, J Le Grice, J & P Crawford, P Hurrell, K Livett, P Macdonald, J Mackenzie, C White.

1. **Apologies** J Barton, R Mackay

2. **The minutes** of the meeting held on 6th June 2005, having been circulated to all Committee members, were approved and signed by the Chairman.

3. **MATTERS ARISING**
No comments.

4. **TREASURERS REPORT**

We have received the three payments from DEFRA.

We have sold investments totalling £11,000 and have cashed in National Savings £1,600.

Fund Raising Events--Cream Teas-£805.00, Sale of Coasters-£29.00, Tennis Draw-£120.00, WI Lunch-£70.00 (to purchase a microwave).

Smarties -this year-£282.00 (Cumulative Total-£6,225.00)

Donations-£154.65

5. **New Hall**

David Houghton reported that our claims to DEFRA are up-to-date. We are now able to claim our 1st third against S. Hams D. C. Tesco are offering Grants of up to £5000 for local projects to supply facilities for older people, for which we shall make a claim for Loop Hearing and Disabled Toilets.

Externally, the walls and rafters are up, and the slates should be on by the end of the week.

At the last Assessment Meeting, the excellent quality of craftsmanship by the builders, Rogers and Patey, was noted. The proportions of the rooms are good.

When it is safe to do so, a viewing will be arranged for the Committee.

5.1 **Boundary Wall**

Gillian Marshall has re-submitted plans for the boundary wall. It will be delayed but is not critical. The neighbours have been consulted.

5.2 **Contents.**

Decisions have been made on chairs, tables and stage. A set of 20 blue upholstered stacking chairs for the small room have been ordered, as have 150 folding chairs for the hall. We are discussing sports equipment with the school.

5.3 **Bowls.**

After discussion with Stokenham, the handling mechanism has been approved.

5.4 Audio-Visual Equipment.

Sound, vision and lighting orders will be made during next week.

5.5 Comments.

We need to keep residents fully informed on the equipment being installed. This will

be covered in the next Village Voice.

Pat Macdonald commented that the new china plates were really too small for a cream tea.

Peter Hurrell suggested that the small room be called the "Yeo Room" to avoid confusion with the Church Meeting Room, and to remind parishioners where the original donation of the land came from. This was approved.

5.6 Hall Charges

Bill Clarke. It is proposed that we charge £5 per hour for the main hall, £6 for DCC events, Discos and other events £8. The meeting room will be £3 per hour DCC £4. General Elections have a standard charge of £120. This cost will cover heating. But as running costs will be higher, these charges will have to be monitored and we should re-consider after 6 months. Charges to the school and to Village Voice will be given further consideration.

Bill Clarke will investigate insurance for Fixtures and Fittings.

David Houghton suggested we need a Depreciation Fund, and we need to keep a small surplus.

Pat Crawford said that the cost of Alcohol Licences will be £21 per event. Bill said that, at that cost, it will not be worth running a bar.

5.7 Leaflet

1000 copies will be printed, around 750 of which will be distributed with the October issue of the Village Voice. Charges will be listed on a separate sheet for hirers.

Action: Gillian Marshall

5.8 Structure of Management Committee.

David Houghton has produced a Management Document which has been circulated to members of the Committee and approved in principle. Bill and Ron have discussed with Ray Tavender what his role will entail. He will need a Deputy to help him look after Security and general running, including the Staging. Ray will need a Contract of Employment. The Booking Officers will have a much bigger role. The Entertainments Licence needs to be obtained when the hall is almost finished.

"The Executive" will consist of the Booking Officer, Chairman, Secretary, Treasurer, Parish Council Rep., and the Development Officer.

6. Events.

The Chairman congratulated Pat Macdonald and Joan Mackenzie on the Kerse Garden Event.

Piano Recital tickets are selling well and some are still available.

Tennis Tournament- Lindsay and Janet are pleased with the number of entries.

Margaret Houghton is organising a team for the catering. Red Earth Deli are kindly donating scones.

Trafalgar Day- S. Milton are having a Trafalgar Party, Trafalgar/Nelson Peal will be rung at the Church, the Parish Council hope to light a Beacon.

POTS- We need an evening to show Peter Hurrell's digitalised photos, early January?

GRAND OPENING- Early November, possibly 4th and 5th. 2day event- Day 1, Open House, all users to demonstrate what they do. Day 2, Dinner, Concert. Pat Crawford to keep dates clear, firm up in September. Oldest resident (May Campbell?) and youngest child to cut Ribbon.

7. AOB.

Buckland board has only out of date pictures of the Hall.

8. Date of next meeting

The next meeting will take place on Monday, 12th September at 5.00pm in the Ladies Room at Thurlstone Golf Club.

If anyone is unable to attend, please phone Judith Le Grice, 562135.

The meeting closed at 6.45pm.

Signed T. S. Parkin (Chairman)

Date 12. 9. 05

P.S. All Committee members are invited to a Site Visit at the new Hall on Friday, 26th August at 4pm.

THURLESTONE PARISH HALL

Friday, 26th August, 2005

After a guided tour of the new building with Malcolm Northmore, a brief extra meeting was held.

Present: Ron Parkin, David Houghton, Gillian Marshall, John and Pat Crawford, Joan Mackenzie, Karen Livett, Pat Macdonald, Rosemary Mackay, Peter Hurrell, Jeanne Barton, Judith Le Grice.

David Houghton read to us a Draft copy of the letter (see attached) he has written to Mr. and Mrs. Prowse after the fruitful meeting he had had with them. The committee gave its approval.

T. Parkin
12.9.05.

NOTE

25th August 2005

This letter summarises the agreement I have made with the Prowses, which is subject to ratification by the Trustees. We will also consult our solicitors as to the legal issues involved. If this Agreement is not confirmed by either party, then I fear we are in for a prolonged, difficult and possibly expensive legal quarrel which should be avoided at all costs.

I suggest the Construction Committee considers the draft on Friday morning, and the Trustees be consulted on Friday afternoon after the site visit. The sooner we get confirmation, the better it will be for us in my opinion.

David Houghton

DRAFT

Without Prejudice and Subject to Formal Agreement

25th August 2005

Dear Roger and Katherine

Thurlestone Parish Hall

As agreed, I am summarising the verbal agreement we reached on Tuesday 23rd August at your house.

a) The Trustees will not object to your building a double garage with pitched roof on or near the same site as the existing electrical equipment store.

Your intention would be to demolish the existing store and therefore, and in recognition of our agreement in respect of the proposed garage, you would not pursue any claim for damages to your property which have arisen during the course of the New Hall construction.

Besides the parking of vehicles, the covenants would be changed to allow the storage of appropriate articles and equipment in the garage, but would not be extended to allow any other usage, in particular its occupation in any way by adults or children. For the sake of clarity and by way of illustration, you had in mind the provision of a playroom in the roof-space and a toilet. I am confirming that these and similar uses would not be authorised by the Trustees in any circumstances.

b) Clause 3 ii), which covers the usage of the store for electrical and other equipment used in connection with a business carried on by the Purchaser, is now redundant and by mutual consent should be withdrawn.

c) The boundary on the north side of Parish Hall land and the top of your site should be clearly defined and recorded in the appropriate drawings and legal documents.

If you agree that this represents an accurate record of our agreement, perhaps you would sign the enclosed copy of this letter and return to us as a record of your consent.

On receipt, we should advise our respective solicitors of the agreed position and instruct them to draw up the appropriate legal documentation in due course.

This note covers only those matters which require legal action. Other issues discussed can be dealt with later when the Hall project is nearer completion, particularly the siting of the right of way across the car park and the possible change in position of your gate.

We sincerely hope that this agreement will settle the difficult issues that have arisen in the past few months, and that we can look forward to a settled period of "good neighbourliness" between us in future.

Yours sincerely

David Houghton

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 12TH SEPTEMBER 2005 AT 5.00PM IN THURLESTONE GOLF
CLUB**

Present R Parkin (Chairman), D Houghton (Deputy Chairman), B Clarke (Treasurer),
J Le Grice, J & P Crawford, P Hurrell, K Livett, P Macdonald, J Mackenzie,
C White, R. Mackay.

1. **Apologies** J Barton, G. Marshall.

2. **The minutes** of the meeting held on 6th June 2005, having been circulated to all
Committee members, were approved and signed by the Chairman.

3. **MATTERS ARISING**

The July minutes should have stated £16,000 National Savings, **not** £1,600.
900 leaflets for the Hall have been printed and 750 will be distributed with the
October issue of Village Voice.

A list of charges will be printed in Village Voice. These will be reviewed in April,
2006. Charging for the Art Class, which is run by someone who is not a Thurlestone
resident, will be at the Outsiders Rate, and by the day.

4. **TREASURERS REPORT**

Fundraising Events-Piano Recital-£565.50 Net,
Tennis Tournament-£662.60 Net
Quiz-£160 plus £60 Donation
Smarties-this year £486

5. **New Hall**

The plumbing, electrical and kitchen fitting-out is presently being done.

5.1 **Boundary Wall**

Planning permission has been received for the Boundary wall, for which we are also
receiving an extra grant of 75% from DEFRA. There will be Bollard lighting along
the wall.

5.2 **Contents.**

Kit Marsh has been ordering ancillary equipment for Audio-visual projection, for the
Bowls Club, for Badminton and Hockey. A list of equipment will be published in
the next issue of Village Voice. Decisions on curtains, paint colours, cooker, have
been made.

BRP

5.3 **Licences.**

David Houghton has applied for the Entertainments Licence, which will date from
24th November. Pat Crawford is applying for the Alcohol Licence which will allow
for 12 events per annum where alcohol is served, at £21 per event

5.4 **Opening.** There will be a slight delay on the opening of the Hall, partly caused by
need for the wood flooring to condition for 2 weeks. It should be possible to hold the
St. Luke's Hospice event on 19th November. There will be a formal Opening on
Friday, 2nd December in the morning when officials from the bodies who have
awarded us grants will be invited for coffee and to see the displays set up by the
various groups that have used the hall in the past. On Friday afternoon and Saturday
the Hall will be open for all residents. The displays will be an opportunity for groups
to publicize what they do and to recruit new members. There will be the Take Note
Concert on the Saturday evening.
Gillian Marshall and Pat Macdonald will organize lists of those to be invited to the
opening, and these will be available for the next Committee meeting.
Joan Mackenzie will approach May Campbell to invite her to open the Hall.
Clubs will be told when they can start using the hall.

5.5 **Activities**

We would like to find someone to promote Badminton for younger people, and
Softball(or Short) Tennis (ask Janet Richardson). Floor marking will just be for
Badminton.

We hope to have an Internet Café on Sat.am's, and possibly a Ballet class.

We would like to be able to screen both sporting events and commercial films-Chris
White will investigate.

Concerts by Jazz Groups and the Kingsmen will be welcome.

The Youth Club want to use the Hall 1 evening a week. This **has** to be supervised by

2 *an adults* *BRP*

5.6 **Car Parking**

Users of the Hall must have priority for parking.

It is suggested that people who live in the main street and 2nd home owners should
pay £30 per annum for parking.

It was suggested that a 6 foot high bar be installed at the entrance to stop Travellers.
The Library van, School van, etc. would have a Combination key.

Parents would be asked to continue parking in Court Park.

5.7 **School**

We need to encourage more use of the Hall by the School, in particular P. E. activities
and school plays.

David Houghton and Kit Marshall will discuss with the school what use they could
make of the Hall. We should also approach the Friends of Thurlestone School to ask
them to consider using the Hall.

School charges must be negotiated.

6. **Events**

Take Note Concert-3rd December. £8, to include light refreshments and soft drinks. BYO wine and glasses.

Peter Hurrell's photos(POTS)-Sat., 21st January, 7.30

WI. Beetle Drive-February

7. **AOB.**

A budget is necessary, with 6monthly review of income and expenditure

~~Chris White~~ will apply for a TV Licence.

We need a (locked) telephone for Emergencies.

Chris White asked if money raised from the Internet Café and Teamakers should go straight to the Hall or if there should be a hire charge.

Geoff Thompson will advise on a Point of information system, a Computer inside the Hall with a vandal-proof screen and touch pad outside, on CC camera.. A grant may be available.

There will be a loop DVD on the big screen at the Opening.

The Cyber-café will be open on Sat. am's, 10am till 1pm in the Yeo Room.

Reminder- regular activities **must** book with Pat Crawford.

Friday, 2nd December- no Bridge.

8. **Date of next meeting**

The next meeting will take place on Monday, 17th October, in the Ladies' Room at the Golf Club. If anyone is unable to attend, please phone Judith Le Grice, 562135.

The meeting closed at 6.40pm..

Signed Bill Clarke (Chairman)

Date 17.10.05

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 17TH OCTOBER, 2005 AT 5.00PM IN
THURLESTONE GOLF CLUB.**

Present: R Parkin (Chairman), D Houghton (Deputy chairman), B Clarke (Treasurer)
J Le Grice, J & P Crawford, P Hurrell, K Livett, P Macdonald, C White, J Barton,
R Mackay.

1. **Apologies.** J Mackenzie, G Marshall

2. **The minutes** of the meeting held on 12th September, having been circulated to all Committee members, were approved with the amendments and signed by the Chairman.

3. **MATTERS ARISING**

As Trustees, we need to have a Budget in place. There is a financial plan in the Business Plan, and we have updated the cashflow. In late November, the Construction Committee will put forward a new Budget, allowing more for Insurance, Maintenance and Caretaking.

St. Luke's Hospice event has re-located to the Church Meeting Room.

The Treasurer asked if Trustee Indemnity Insurance would need renewing in November, as most of the money will have been spent. As we have Public Liability Insurance, it was decided it would not be necessary.

4. **TREASURER'S REPORT.**

Income this month - Smarties --£20, Sheila Sadler's Quiz -an extra £65, Sale of excess food from the Tennis Tournament --£31.32p.

5. **NEW HALL.**

David Houghton reported that the internal work is being finished, with the Completion Date of 2nd and 3rd December being guaranteed. There was an extra expense of a fast-drying concrete screed necessary before laying the floor. The boiler will need to be on to dry out the wood for the floor. Completion of the retaining wall only may be delayed by up to a week. It has been moved 15inches nearer the hall to avoid any complaints from the neighbours about the foundations being on their land.

Mrs. Sley had been concerned that the roots of her trees would be affected, that the trees might die and her screen would disappear.

In the week of 20th November, the Hall will need commissioning, checking that all systems are working. Volunteers will be needed to unpack chairs, tables, etc. User groups will be asked to nominate an able-bodied person to help. User groups will also need to nominate representatives to do technical training with the installers of the Audio-visual equipment, the kitchen equipment, and stage assembly. This will happen in the 2 weeks prior to 2nd December. Ron and Bill will go to the Newton Abbott school to see the stage in operation, and Ray Tavender should be able to help prospective hirers on an ad hoc basis. Notices on how to use kitchen equipment are a good idea.

The meeting closed at 6.50pm.

Signed Bill Clarke (Chairman)

Date 17.10.05

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 7th November, 2005 AT 4.00PM IN
THURLESTONE GOLF CLUB.**

Present: R Parkin (Chairman), D Houghton (Deputy chairman), B Clarke (Treasurer)
J Le Grice, J & P Crawford, , K Livett, P Macdonald, C White, J. Mackenzie.

1. Apologies. G Marshall, J. Barton, R. Mackay.

2. The minutes of the meeting held on 17th October, having been circulated to all Committee members, were approved with the amendments and signed by the Chairman.

3. MATTERS ARISING .

The treasurer said that there would be a new Budget in January. There would also be an update of the Business Plan. John Crawford was concerned about the responsibilities of the Trustees. The Chairman said he would obtain a copy of the relevant document.

Action – Ron

We need to have a list of people available to help unpack and to be trained in the use of Kitchen, Audio-visual and Stage equipment during the two weeks starting 21st November.

Action – Judith

The Chairman is writing to Pearson's Playgroup and the School about training and car-parking.

Pearson's Quiz Evening – 28th November. South Milton village Hall has been provisionally booked for them in case the Parish Hall is not ready.

NSPCC have re-located their Coffee morning on 28th November to the Church Meeting Room.

4. TREASURER'S REPORT.

Income since last meeting was £3317.21, of which Gift Aid was £2856.47, and the Take Note Concert was £256.00.

The Treasurer and Deputy Chairman are preparing a Financial Document to be ready in the New Year to show where all the finances raised together with the various Grants have gone. At the beginning of 2006, we shall have a balance of £25,000 rather than £54,000. We do not have to have an Auditor as the DEFRA grant was less than £200,000.

A Sink Fund should be in place as there will be depreciation on all the equipment and on the building itself. We need to have a notional projection of Costs and Depreciation. Continuing fund raising will be necessary.

The Chairman replied to a question about the Parish Council Precept, stating that it is a grant without an understanding that it will be repaid. In future, we may have to have the Accounts audited for the Parish Council, and this will have to be done for 3 years, the cost of which has not been budgeted for.

5. NEW HALL.

5.1 David Houghton was confident that the Hall would be handed over by 2nd December. The flooring will need two days to condition and this will necessitate the heating being on. It will be completed by 22nd November. The Boundary wall and Safety Barrier is in place, a fence to be built, topsoil brought in and a Grisolina hedge planted. Jack Rhymes is discussing with neighbours what height the fence should be. The Prowses have agreed that the Escallonias should come out. The road hedge will be thinned and planted with Blackthorn. The Car Park will be ready by the Opening.

Care will need to be taken with the floor. Wine and water spills must be mopped up immediately to avoid stains, and stiletto heels will make marks that cannot be removed. A licence will be needed for the Bridge Club's Dinner with wine included in the ticket.

5.2 The Audio-visual equipment will need 4 days to install. This will have to be delayed until the floor is down. The point-of-information in the porch with a vandal-proof screen will be installed by Geoff Thompson's company after the Hall is finished. There will be a 24hr per day link to the Village web-site with information for visitors.

5.3 Opening. Invitations have been issued and we are expecting over 100 guests. Local guests are asked to walk to the Hall if possible, leaving the Car Park for official guests. A notice to this effect will be placed in Village Voice. Coffee and biscuits will be provided. Pat Macdonald will do a Press Release Briefing for Officials and the Media. The Parish Hall Committee and the Parish Council will be given lapel badges to wear. The Chairman asked that a representative from Villages in Action be invited to the Opening.

Each User Group will have a table on which to make a display to attract new members. The Bowls Club machinery, Badminton net and Goal will be on display. There will be a loop DVD made by POTS running continuously in the Hall, with a DVD about TEAMAKERS running in the Yeo Room. Kit Marshall will be playing the piano, and Alice Foster will make a flower arrangement. Derek Brown will be asked to make a notice for the Village Green. Joan Mackenzie will display the Hall Photo albums.

It was suggested that the Notice board outside the Shop should be continued.

6. EVENTS.

Take Note Concert, 3rd December. All tickets (120) have been sold. People will be requested to put their wine and glasses on tables at the sides of the Hall, not on the floor, to prevent spills, and there will be a 40 minute interval for eating and drinking. Food will be on trays in the Yeo Room for people to help themselves. The Yeo Room will also be used by the artistes for relaxing. If it is a wet night, macs should be hung on racks at the back of the Hall – we should investigate buying some.

21st January. 7.30 pm. Pete Hurrell's DVD (POTS.)

18th February (change of date). St. Valentine's Night Barn Dance, (Bowls Club).

At a future date, Piano Recital by Dorothy Abel's music student grandson.

Suggestion for a future event - Villages in Action – eg. French Café Music Night.

7. AOB.

It was requested that User Group Events, Parish Hall Events and South Milton Events all be listed to avoid clashes.

It was decided that initial audio-visual training be given to Chris White, Ron Parkin, Malcolm Le Grice and Ray Tavender who will then train/help others.

The Friday Bridge Club are donating £750 to the Hall

All charges for the main Hall will be at £5 per hour, with no concessions, including Village Voice, the Youth group, the School, etc., unless booked in bulk. Tables can be rented to the school for a lunch for £1 each.

8. Date of next meeting.

The next meeting will take place on Monday, 30th January, in the Yeo Room at **5.00pm.** If anyone is unable to attend, please phone Judith Le Grice, 562135.

The meeting closed at 5.45pm..

Signed (Chairman)

Date... 30. 1. 06,

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 28th November, 2005 AT 5.00PM IN
THE YEO ROOM.**

Present: R Parkin (Chairman), D Houghton (Deputy chairman), B Clarke(Treasurer), Gillian Marshall, J Le Grice, J & P Crawford, P Macdonald, C White, J. Mackenzie, Rosemary Mackay.

1. **Apologies.**, J. Barton, K. Livett.
2. **Pearson's Quiz Night** was very successful. Betty Rhymes sent a letter of thanks.
3. **Opening.** Approximately 100 guests have been invited, including representatives from DEFRA and S. Hams. The Gazette and Western Morning News will be sending reporters and photographers. Pat Macdonald has sent Press Releases to the local Press and Radio. The Sports Council(Awards for All) have not yet replied. Displays by User Groups and book signings by Prunella Dart and Kendall Macdonald will be down each side of the Hall, with a small section of the stage set up in the middle of the East side. The Hall will be open on Thursday, 1st, from 7pm till 9pm, for setting up displays. Guests will arrive at 10am.,the opening Ceremony will be at 10.15am,with Pamela Yeo, daughter-in-law of the Yeo's who originally gave the land , performing the Unveiling, together with four children from the school. The Chairman will make a speech, followed by the Defra man, then Kit Marshall, representing the Parish Council. Mrs. Yeo and the children will unveil the plaque(a copy of the original which is on the wall in the Foyer) , and will then be presented with mementoes, the children having a photo of themselves at the ceremony in a silver frame, and Mrs. Yeo being given four Thurlestone Hall coasters. The Rector, Andrew Girling, will then say a blessing. People will be invited to tour the Hall to look at the equipment and exhibits and to have a cup of coffee.
Parking. It was decided that Pat Macdonald should put up some Ripple Notices to direct cars other than those of invited visitors to park in Court Park.
4. **Take Note Concert, 3rd Dec. 1pm**, User Groups to dismantle displays, clear Hall and arrange 120 chairs with a centre aisle. People will be asked to put their wine on tables at the back of the Hall, and Refreshments , organised by Pat Macdonald, will be served during the 40 minute interval.
5. **Maintenance of Hall.** A maintenance sub-committee will be set up, consisting of Peter Hurrell, Mike Barnes (Building Services), and Derek Brown (Woodwork). We need to keep the Hall as clear and clean as possible, keeping notices to the minimum. We should have a "Switch off Mobiles" sign.
6. **Charges.** We need an up-to-date list of charges, to include £1 per hour for Stage and for Piano, and £2 per hour for Audio-Visual equipment.
7. **Usage.** In April, we will conduct a thorough examination of who is using the Hall, comparing it to similar locations, eg. Hotel.
8. **Keys.** All cupboards have keys, which are then placed in the Key Cupboard. Ray Tavender has access to the Key cupboard. What should be done with keys after a Hirer has used the Hall, say on a Saturday night? The Audio-Visual equipment is to be used only by named, trained people to whom the key will be given. David Houghton, Chris White and Kit Marshall will format a **Key Protocol**. The Combination lock on the Front Door is not working.
9. **Car parking.** As there will be more activities in the Hall, we need to dissuade school parents from parking there. We must write to the School and to Pearsons, put up a notice reserving the Car Park for the exclusive use of Hall Users, and, if necessary,

install a chain across the entrance. We shall lose £400 p. a. from holiday homes, but this will be compensated by other hire charges.

10. **AOB. 1.** The Youth Group are being asked to use the Hall from 5.30pm to 6.45pm on Mondays so that Badminton can start at 7pm. John Crawford said that the Youth Group Committee need to discuss their finance and insurance , in the new year.
2. A representative from the School is needed on the Committee.
3. We need to take down the Smartie Meter.
4. We need to ask the supplier to adjust the heating, as it is on too long and too hot.
5. Where shall we put the photo of the Hall taken by Keith Millman just after it was completed? Yeo Room.
6. John Crawford asked when the Trustees would take ownership of the Hall. It has already happened, on the 25th November. He also asked whether professional advice had been sought about the security of the Hall, as he had been warned by the Police of the threat of a possible break-in. We have had advice on security by the Police. Together with Chris White, John will arrange Ultra- Violet marking of all Audio-Visual equipment. He will also investigate links with Neighbourhood Watch. The CCTV can be linked into individual's houses. The building is insured for £460,000 and the contents for £60,000.

The Meeting finished at 6.45pm.

Signed.....*J.R. Parkin*.....(Chairman)

Date.....*30.1.06*.....

The next meeting will be held on Monday, 30th January, 2006, at 5.00pm in the Yeo Room.