

Thurlestone Parish Hall Committee
Meeting Minutes

Monday 13 February 2023, 4.00pm

Present:

Alison Daily	Vice Chair	Sue Dwyer	Horticultural
Karen Barker	Secretary	Gill Stone	Parish Council
Lisa White	Treasurer / Bridge	Jo May	Friend of Parish Hall
Chris White	Maintenance		
Diane Martin	Bookings Clerk		
Sian Hodges	Parochial Church		

	Agenda Item	Action
1.	<p>Apologies</p> <p>Viv Gibby Friend of Parish Hall Dave Gibby Friend of Parish Hall Saffron Craig Keep Fit Lynsey Sizer Facebook Lucy Pannel-Woodward Co-opted Member</p>	
2.	<p>Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 16 January 2023 were agreed and signed.</p>	
3.	<p>Action Log</p> <p>See action log for updates and new actions.</p>	
4.	<p>Committee Positions</p> <p>Alastair Durden Alastair has advised that he is standing down from the committee with immediate effect. Alastair was thanked for all his work on the committee.</p> <p>We did get a few new Friends of Parish Hall during the What's on Event. We all welcomed Anna Stern, Caro Mellor and Matt Wright to the committee. Karen to invite Anna, Caro and Matt to the AGM and future meetings.</p> <p>Bookings Officer Malcolm Bretton and Ingrid French expressed and interest.</p>	Karen

	<p>Diane has met with both and taken them through the role and the requirements.</p> <p>Diane's recommendation would be to offer the role to Ingrid. All agreed with the recommendation.</p> <p>Diane to offer the role to Ingrid.</p> <p>Karen to add the change of role to the agenda for the AGM.</p>	<p>Diane Karen</p>
5. AGM	<p>Alison will chair the AGM.</p> <p>Wine and Crisps to be available.</p> <p>Chris is on holiday during this time so he will speak to Mike Bone or Paul Martin to see if one of them is available to attend to present the Maintenance Committee Report.</p> <p>Karen to advertise the AGM on Facebook</p> <p>Karen to draft the AGM agenda and to include the room rates and parking permits increase.</p>	<p>Chris Karen Karen</p>
6. Making the Hall more welcoming	<p>Meeting held on the 6th Feb.</p> <p>2 planters to be installed outside initially. They are a stone style trough (£332.10 inc Vat each). Sue to contact the supplier and arrange payment details for Lisa to pay them directly.</p> <p>2 water butts to be installed to help with collecting water and to be used to water the plant. Anna (who lives next to the hall) will look after watering the plants.</p> <p>The POTS award will still be displayed in the hall.</p> <p>Noticeboard to be renewed/updated to make it easier to attach items.</p> <p>LED lights to be installed in the hallway.</p> <p>Curtains – decision has been made to keep the curtains but the lining needs to be repaired on 3 curtains.</p> <p>Yeo room vertical blinds to be replaced with coloured vertical blinds.</p> <p>Table cloths – all agreed on the Orla Kiely Linear Pattern, Duck Egg and Whale colours. Diane to get a quote based on the agreed samples.</p>	<p>Sue</p> <p>Diane</p> <p>Diane</p>
7. Future Events	<p>Events for 2023 to date:</p> <p>February AGM</p> <p>March Pub night 31st March</p> <p>April POTS Video Streaming 22nd April</p> <p>May Coronation</p>	

	<p>Parish Council are doing a street party on the Sunday. They are asking to use our tables and chairs.</p> <p>We need to decide in the next month what we want to do. We could show the coronation with cheese and wine.</p> <p>Gill to speak to the lady in Bantham about doing something above the door.</p> <p>Family Fun Day</p> <p>We need a concert for a future event. Karen advised Mike Stickland had passed on details of previous concerts.</p> <p>Alison has also been speaking to Shelley about holding a play. Viv also has the details for the Murder Mystery she recently attended.</p> <p>Bantham life CPR demo during the summer.</p> <p>Pickle ball – this is a new sport which is a cross between tennis, badminton and table tennis. Maybe something to look into in the future.</p>	<p>Gill</p>
<p>8.</p>	<p>Finance Report</p> <p>Expenses</p> <ol style="list-style-type: none"> 1. Events expenditure - £12.99 to Karen Barker for name badges used at the open evening 2. New Equipment - £7.92 to Paul Martin for the PH foyer LED light conversions; £15 to Paul Martin for new front door keys; £52.32 to Karen Barker for 4 Galvanised L Brackets for the new Eclipse Benches 3. Telephone and Internet - £31.96 in January but price renegotiated from February to £21.16. However it is suggested that there will be a 14% price hike in March. 4. Electricity – We only paid £78 in January and although they were going to collect £483 in February, I read the meter at the end of January and now they are not going to take anything in February but it will be £483 in March. 5. Oil – we have just had 500 litres of oil delivered but I haven't received the invoice yet. 6. Repairs - £57.24 to Christian Woodford for Defibrillator batteries. <p>Current Account - £35266.71 Deposit Account - £54276.29</p> <p>Proposed budget for 2023 shared and due to current electricity prices there is a clear deficit. Based of proposed budget we need to increase the room rates and car parking permits to cover the forecast losses.</p>	

	<p>Chris advised that the current ½ hour preheat of the room under the new electricity rates costs us £7 which is more than we are currently charging for the rooms.</p> <p>Room rates have not gone up for over 10 years. Proposal of increase of £2 per hour for the main hall (£9) and £1 for the Yeo room (£6). New rates effective from 1 April.</p> <p>Private bookings already in the diary to stay at the price already quoted (£10 per hour), new bookings will be at the new price (£12 per hour)</p> <p>Election in May - as the council use the room for 16 hours it was agreed that we should increase the charge to £15 per hour for the 16 hours. Diane to speak to the council and advise them of the increase.</p> <p>Car parking permits to be increased to £75.</p> <p>Lisa advised that she needs 2 volunteers to be bank signatories – Alison Daily and Sue Dwyer volunteered.</p>	Diane
9.	<p>Maintenance Report</p> <p>Paul to look at the external noticeboards as well and the inside one. Audio Visual switching appears to have been repaired. Has been working off site so to be re-installed. The equipment is currently under warranty, however, if it fails outside of warranty the cost to replace it is £5k.</p> <p>Heating override in the Yeo room can be done, but would need a thermostat override and users would need to set the temperature. This means users could set the temperature to anything of their choosing, unlike the main hall system which is a pre-set temperature. Proposal is to install the same system as in the main hall for £120. All agreed.</p> <p>Kurling camera to be linked into the system – as a standalone it would cost c£1k. Agreed it was too expensive, but it should be considered when the switching is upgraded in the future.</p> <p>Porch enclosure – wall and window quote is for £2,200.</p> <p>Doors replacement quote still pending. An option is to get the doors re-powder coated. Chris to get a quote.</p> <p>Hall floor needs re-oiling again this year.</p> <p>Exterior wall painting has been ordered £2,385</p> <p>Car park weeding – to be done in house.</p>	Chris

	<p>Car park lights – Mike has an appointment with an electrician this week.</p> <p>Chris and Mike to do an inventory of everything that is in the store cupboard. To be brought to the committee for decision on whether to keep and where to store.</p> <p>Lighting system lights switches outside of the cupboard – can be done but c£250.</p> <p>Chris needs a list of all the people who can help with doing some maintenance bits around the hall and what they are happy to help with. Hold at the weekend.</p> <p>Volunteers needed – Karen to do advert and send to Chris</p>	<p>Chris</p> <p>Karen</p>
10.	AOB	
	Sian suggested we hold the What's On Event again in September 2024	

The meeting closed at 17.28pm.

Next Meeting	
AGM Friday 24th February 2023 @ 6.00pm	Main Hall

Signed.....
Date.....

Vice Chairman