

Thurlestone Parish Hall Committee
Meeting Minutes

Monday 16 October 2023, 4.00pm

Present:

Malcolm Breton	Chair	Gill Stone	Parish Council
Alison Daily	Vice Chair	Sue Dwyer	Horticultural
Karen Barker	Secretary	Diane Martin	Co-opted Member
Ingrid French	Bookings Clerk	Sian Hodges	Parochial Church
Lisa White	Treasurer / Bridge	Matt Bright	Friend of Parish Hall
Chris White	Maintenance	Anna Burhouse	Friend of Parish Hall
Katie Coombe	Thurlestone School		

Agenda Item	Action
Malcolm introduced Katie Coombe and welcomed her to the committee.	
<p>1. Apologies</p> <p>Dave Gibby Friend of Parish Hall Caro Mellor Friend of Parish Hall</p> <p>Viv Gibby Friend of Parish Hall Jo May Friend of Parish Hall</p>	
<p>2. Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 11 September 2023 were agreed and signed.</p>	
<p>3. Action Log</p> <p>See action log for updates and new actions.</p>	
<p>4. Event Review</p> <p>Pub Night – 16 September</p> <p>Low turnout due to a lot of people being away and bad weather. Lighting for the dart board was poor, so need to switch lights above to white Music – Alexa kept cutting out so suggest using the sound system Missed a last orders round on income due to clear up starting before closing time</p>	
<p>5. 2023 Events</p> <p>20 Oct Divertimento Co – Ordinator - Karen</p>	

	<p>Bar for start and interval, No food Setup under the clock with theatre seating around. Provide drink/biscuits for Divertimento Setup to start at 4.30pm Chris, Malcolm & Mike to setup the Stage Karen, Maggie, Sue & Sian setup the seating and green room Karen to send Sian details of setup of chairs and green room as Sian and Mike can start after Badminton.</p> <p>28 Oct Rugby World Cup Final 8pm <i>Only if one of the home nations are in the final</i> Semi finals are 1 week before so will know if one of the home nations are in the final. Have a bar</p> <p>25 Nov Pub Night Co – Ordinator - Malcolm Malcolm suggested we have a couple of sessions of live music this time. Maybe speak to Milo for him to play a couple of sessions? He charges £60 an hour. Acoustic session. Malcolm to contact Milo to see if he is available.</p>	<p>Karen</p> <p>Malcolm</p>
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6.	Events Committee – 2024				
	Month	Date	Time	Event	
January		20	Evening	Film Night	
February		8	Evening	Polio Quiz	
		tbc		VV Lunch	
		?	<i>Evening</i>	<i>Tim Kliphous</i>	
March		16	7pm	Pub Night	
April		27	Evening	Disco	
May		? Fri	5pm	Family Fun	
June		9	1 – 5pm	Open Gardens	
July		6	7pm	Beer & Boules	
		14	2pm	Men’s Wimbledon Final	
		20		Church Fete	
August		? Tues	5pm	Family Fun	
September		14	Evening	Last Night of the Proms	
October		12	Afternoon	Welcome to the Hall	
		?tbc	Evening	Saran and The Band	
November		16	Evening	Murder Mystery	
December					
<p>Viv has provided details of the Band ‘Saran and The Band’ who charge £200. We will discuss with them possible dates for 2024.</p>					

	<p>Murder Mystery only received two replies, so it will be discussed at the next Events Committee Meeting.</p> <p>A couple of events are coming up by the FTS which is welcomed use.</p>	
<p>7.</p>	<p>Police Hubs Initiative</p> <p>Malcolm apologised to Gill for an email previously sent, and raised his concern that we not become a sub committee of the parish council.</p> <p>Police Hubs initiative, formally named ‘Project Community Access’.</p> <p>Devon and Cornwall Police are looking to establish a network of hubs across the region, which may be used by officers as a pit stop or as a location in which to base themselves for meetings with residents if necessary.</p> <p>This was discussed last year and the committee wrote back asking for more information. The Parish Council at the time did not support it, however the new Parish Council have supported it.</p> <p>There is a call at 6pm tonight with Inspector Shardlow which will be providing more information on the requirements. Karen will send round a briefing note to enable further discussion and a decision. No commitment has been made to date, this is currently fact finding.</p> <p>Malcolm wants to understand the what, when, how, security, use of facilities and booking.</p>	<p>Karen</p>
<p>8.</p>	<p>Finance Report</p> <p>Income Quarter 3</p> <ol style="list-style-type: none"> 1. Car Parking - £20 for temporary parking of David Lynall’s boat. + *£200 from Friends of Thurlestone School 2. Sea Shanty evening £470 – 94 tickets sold (apologies, I put 47 tickets on my email) <ul style="list-style-type: none"> *Pub Night Bar £37.00 cash +£81.00 on card. *Divertimento Concert 6 tickets = £90 3. Main Hall Commercial – Sentinel Health Care 3.5 hours @ £16 per hour = £56 + Garage Auction Event £450 = £506 4. Main Hall Parish - @£9 per hour 5. Main Hall Private Party – 2 parties @£12 per hour (1 party added an extra ½ hour since July meeting) <ul style="list-style-type: none"> *2 further parties @ £12 per hour 6. Yeo Room Parish - @ £6 per hour 7. Hire of 64 chairs + *hire of a further 70 chairs. 	

	<p>Quarter 4</p> <ol style="list-style-type: none"> 1. Events Income - £225 for 15 tickets for Divertimento <p>Expenses</p> <p>Quarter 3</p> <ol style="list-style-type: none"> 1. Events Expenditure – £42 to Ingrid French for 2 Bar Licences –SHDC declined the applications because Ingrid had applied too many times but still took the money. £42 to Karen Barker for 2 Bar Licences for the Pub Night in September and the Divertimento Concert in October. *Pub Night - £55.58 to the Salcombe Brewery Co, £46.07 to Malcolm Breton and £1.38 SumUp commission. *£20 to Parochial Church Council Thurlestone for Cider 2. New Equipment - £5.50 to Chris White for Black Bin Bags. £19.99 to Chris White for Google Chromecast Voice Remote (Snow). £3033.72 to Quantum Partners Ltd – IHP – 4 Infrared Heater Panels as per quotation received. £22.52 to Anna Burhouse for First Aid Kit Supplies *£396.20 to Chris White for Salus Controls; £315 to Julie Slater for the Scaffold Tower. 3. Caretaker Costs - 10 weeks @ £50 per week. 4. Telephone and Internet - £85.77 for full quarter. 5. Cleaning Materials – Hoover Bags 6. Electricity Costs - July payment £130.85 (for June usage), August payment £140.09 (for July usage) and £191.48 (for August usage). 7. Water Rates - £83.85 for quarter 3. 8. Repairs - £882 to Start Point Flooring for oiling the floor in the Main Hall. £232.09 to Paul Martin for replacement kitchen taps. <p>The payment of £3033.72 for the infrared heaters + £396.20 for Salus Controls is capital expenditure towards updating the heating system in the Yeo Room, hallway and toilets.</p> <p>Bank interest for last quarter has not arrived yet.</p> <p>Alison setup on the Barclays bank account.</p> <p>No uptake on Treasurer role. Malcolm is aware of someone who has expressed a willingness but are not currently a resident of the parish.</p> <p>Current Account £19858.32 Deposit Account £55335.47 Money to be Banked £275.00</p>	
<p>9.</p>	<p>Maintenance Report See maintenance log for updates and new actions.</p>	

	<p>Items:</p> <p>3 Currently on Paul's list</p> <p>4 Actual board is in good condition but the frame needs replacing. Do we want to change the wording? No, keep it as it is but smarten it up.</p> <p>9 Heating works starting Monday morning and will take a few days. Will continue to use the Oil until it is all used up.</p> <p>12 All weeds are now back and stronger than before in the car park. Organise another day, possibly during half term. Alison has a list of names of people who are happy to help. Sue raised that the hedge is full of Bind weed which needs removing first.</p> <p>13 Chris has chased a number of times with no joy. Chris to see if anyone else is able to do it.</p> <p>15 Low priority</p> <p>17 Chris has met with Sean and chased again, still no quote received.</p> <p>18 Very low priority</p> <p>19 No progress</p> <p>20 Spoken to original supplier, and think 1 lock will be sufficient. Awaiting a reply. Top lock is a latch lock and bottom lock is a deadbolt with rollers. Can the supplier provide a latch lock with features of the deadbolt? Also, review the code allocations to remove the number of 24/7 codes.</p> <p>22 Replaced, with two remotes on the dado rail along with an hdmi cable.</p> <p>23 New taps installed.</p> <p>24 On Paul's list</p> <p>25 Bulb hadn't failed. Cleaner hadn't realised the light is on an independent sensor. Yeo room one had failed and has been replaced.</p> <p>26 Completed</p> <p>27 New item</p> <p>28 New item</p> <p>2024 list:</p> <ul style="list-style-type: none"> • Internal decoration. Main hall and Yeo room. Yeo Room below the dado rails, above and below in the main hall. c£1k • Remove oil boiler and oil tank. Cost will be totally dependent on what we want to do. Oil tank can be left where it is. Advise is to pay someone to properly take out the boiler and then decide on what to do with the space. Agreed to remove the boiler. • Add additional white lighting in Main hall for table tennis and badminton. Cost likely to be hundreds rather than thousands. • Oil the main hall floor (annual task) c£200 • Replace Main hall projector screen for a brighter, more reflective version (if available). Not available so item removed. • Install pull down ladder for loft in storage cupboard to make roof space more useable. c£200 • Upgrade ceiling lighting in Yeo room to more modern looking LED units. cost in the hundreds. 	<p>Chris Alison</p>
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	<ul style="list-style-type: none"> • Replace dead car park hedges with mature (= expensive) replacements. Sue suspects it may grow again. Leave it for a year and see what happens. • Improve car park surface, especially around entrance. Option is to continue with gravel. Could go down the golf club route? Tarmacking would be an expensive option. Suggestion is to get a quote for a good cement strip at the entrance to the car park. Matt mentioned self binding gravel maybe an option. Is used a lot by national trust. Chris to speak to a contractor to explore options - £1k's .Will we need to re-gravel next year? Yes but will need two loads. c£1k 	
<p>9. AOB</p>	<p>School Escalation Policy – Katie felt it was good to have something in writing. Is important for the school to have the parking facility and without it it would cause difficulties going forward. Katie thinks it is useful to share it with the parents to understand the consequences and is helpful for enforcement when there are issues. All agreed to the policy. Katie is happy to draft a letter to parents. Katie to send it to Karen for wider distribution. Malcolm and Katie to correspond quarterly.</p> <p>Commercial Waste Collection – South Hams District Council have sent letters out for commercial waste contracts. They have sent 1500 out to holiday homes etc. No response will result in a fixed penalty notice. Have we received one? No letter has been received.</p> <p>Fish & Chip Van - 5pm – 7pm from 17 Oct 2023 All agreed we should be consistent with what we are charging. Is what we are charging for business use of the car park correct? £50 Quarter agreed. Ingrid to contact the Fish and Chip van to advise of the charge. Anna raised about there being a condition on responsibility for clearing rubbish. Consensus is that we don't think it would be an issue, but worth raising it.</p> <p>Steve Inch to be added to the November agenda.</p>	<p>Katie Karen</p> <p>Ingrid</p> <p>Karen</p>

The meeting closed at 17.47pm.

Next Meeting	
Monday 27 November @ 4.30pm	Yeo Room

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

Chair