

Thurlestone Parish Hall Committee
Meeting Minutes

Tuesday 18 April 2023, 4.30pm

Present:

Malcolm Breton	Chair	Sue Dwyer	Horticultural
Alison Daily	Vice Chair	Gill Stone	Parish Council
Karen Barker	Secretary	Diane Martin	Co-opted Member
Ingrid French	Bookings Clerk	Caro Mellor	Friend of Parish Hall
Lisa White	Treasurer / Bridge	Jo May	Friend of Parish Hall
Chris White	Maintenance	Paul Martin	Maintenance Comm
Sian Hodges	Parochial Church		

	Agenda Item	Action
1.	<p>Apologies</p> <p style="margin-left: 20px;">Matt Bright Friend of Parish Hall Viv Gibby Friend of Parish Hall Dave Gibby Friend of Parish Hall</p>	
2.	<p>Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 20 March 2023 were agreed and signed.</p> <p>Remove Burglar alarm item from the website published minutes. Going forward only record apologies for those who have sent them through.</p>	<p>Karen Karen</p>
3.	<p>Action Log</p> <p>See action log for updates and new actions.</p>	
4.	<p>Making the Hall more welcoming</p> <p>Alison updated the committee on the progress to date:</p> <p>Planters have been planted. The reservoir for the planters is currently full and have not needed refilling to date.</p> <p>Alison is currently exploring options for the blinds for the Yeo room.</p> <p>Matt will take some photos once weather has improved.</p> <p>Car park lights are on the new posts and being connected on Thursday.</p>	

5. Future Events

Event Planning Document

Malcolm introduced the story about everybody somebody, anybody and nobody:

This is a little story about four people named Everybody, Somebody, Anybody, and Nobody.

There was an important job to be done and Everybody was sure that Somebody would do it.

Anybody could have done it, but Nobody did it.

Somebody got angry about that because it was Everybody's job.

Everybody thought that Anybody could do it, but Nobody realized that Everybody wouldn't do it.

It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.

Malcolm felt that whilst the night was a success he was unsure who was doing what, when and who was organising it. It did all happen but there was a bit of fallout at the end. Some people who helped were unsure where things go back.

When putting on an event we should consider - Do we have the resources to hold any event? We should formalise it with an event planning document.

All agreed.

Game Night:

£130 profit from Game Night.

Request received to start from 6pm. May look at alternating the time for future dates.

About 50 people attended and would have been more if had been held on the Saturday.

Events for 2023 to date:

22nd April

Land of the Five Beaches Film Showing
Co-ordinator - Karen

Video runs for 1.5 hours, will be played with an interval.
Event will start at 7.30pm with a bar available.

	<p>See Event Plan at the end of the minutes</p> <p>6th May</p> <p>Coronation Coronation live streaming in the parish hall followed by Coronation Buffet</p> <p>Co-ordinators Alison and Diane</p> <p>Seating for 108</p> <p>Doors open 10am Tea and cake Procession starts 10.30am Ceremony at 11am Toast to the King during Balcony presence Back at Palace 1pm ish Bar will open once the King has left Westminster Abbey Coronation Buffet to follow</p> <p>Marketing Tickets – Karen has the template to amend and print 2 Tickets - 1 for filming and 1 for the Coronation Buffet (food ticket can be a raffle ticket)</p> <p>Posters – Poster ready to be printed and put up around the village. Volunteers – Diane, Sue, Gill and Jo Facebook/Instagram – Event and posts will be scheduled from 19 April with details Parish Council Invitations</p> <p>Food Cakes – volunteers to bake: Liz Lacon Karen Barker Sue Dwyer Diane Martin Caro Mellor Gill Stone Lisa White Jo May Sian Hodges</p> <p>Alison has been exploring local suppliers for Cheese truckles Pate – Liz Lacon has offered to make a pate Coronation Quiche has been announced</p>	<p>Karen</p> <p>Karen</p>
--	---	---------------------------

	<p>Volunteers to make the quiches needed – Sue and Gill offered (Gill has catering size tin). Maggie and Ingrid.</p> <p>Bar Stock – Malcolm to take a view on what is needed after the film night.</p> <p>Decorations Table decorations as for the Jubilee. Champagne glasses have been ordered. Order a stand up Charles for the door</p> <p>Setup the day before – Friday afternoon Alison and Diane to email round for volunteers</p> <p>8th May Monday – The Big Help Out Co-ordinators Chris and Paul</p> <p>Poster for the big help out to include the church details as well</p> <p>Sian, Diane and Gill for distributing posters</p> <p>Jobs for the day? car park weeding and hedge. What do we want people to bring with them? Chris and Paul to advise Karen for marketing</p> <p>13th May Eurovision Party Eurovision Live Final Streaming</p> <p>Co-ordinator - Karen</p> <p>Doors open 7.30pm Chris and Paul away. Chris to advise who can manage the technical equipment.</p> <p>Bar to be open during event. Malcolm to organise stock. Final details to be organised. See Event Plan at the end of the minutes</p> <p>30th May Family Fun Day Discuss at meeting 22nd May 6pm to 8pm Can extend to 8.30pm if a nice evening. Alison to send out a list of what games we are putting on and the stewards we have. Aune Valley doing the food with our Bar open Tickets for games £1 for 5 tickets</p>	<p>Malcolm</p> <p>Alison</p> <p>Alison and Diane</p> <p>Karen</p> <p>Chris and Paul</p> <p>Chris</p> <p>Malcolm Karen</p> <p>Alison</p>
--	--	---

	<p>Future Events</p> <p>June – Game Night 6-10pm Saturday date tbc July – Sea Shanty Night date tbc August – Nothing Early September – Classical event – Divertimento? Mid October – Big Band possible Mid November – Game Night 7pm – 10.30pm December – Nothing</p> <p>Next meeting think about dates for next year.</p>	<p>Alison</p> <p>Karen Malcolm</p> <p>All</p>
<p>6.</p>	<p>Finance Report</p> <p>Expenses</p> <ol style="list-style-type: none"> 1. Bank interest – I am still awaiting the interest for the 1st quarter. 2. Car Parking Permits – 9 @ £65. Will be £75 each from 2024. 1 still hasn't paid. 3. Events Income - £165.50 was spent on the sum-up card machine (commission paid £2.82) + £114.50 in cash – total £280. 4. Feed-In Tariff - £326.75. It has been particularly sunny this quarter. 5. Main Hall Commercial – The Teak Garden Furniture man has returned for 1 Saturday. 6. Main Hall Parish - Normal rent @£7 per hour. 7. Main Hall Private party - £10 per hour - £260. 8. Yeo Room Commercial – Avon Estuary hired the Yeo Room for a meeting @ £8 per hour. 9. Yeo Room Parish – Normal rent @£5 per hour. <p>Income</p> <ol style="list-style-type: none"> 1. Events Expenditure - £12.99 to Karen Barker for name badges used at the open evening; £21 to Ingrid for the Bar Licence for Pub Night; £177.45 to Alison Daily for wine for the drop-in session and plants. Pub Night expenditure - £180.31 to Salcombe Brewery for beer (however this includes bottled beer of which there will be some left over); £92.70 to Thurlestone Golf Club for wine (the total bill for wine was £185.40 of which half has been allocated to the Pub Night); £17.08 for Tesco soft drinks; and Sum-Up commission £2.82 – total expenditure = £313.91 (including bar licence). 2. New Equipment - £7.92 to Paul Martin for 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; £75.05 to Paul Martin for 3 pack of 20 watt LED Corn Bulbs, 1 Pack of GX24/E27 Converter Adaptor 	

	<p>Holder, Master Lock Key Safe; £664.20 to Amberol for 2 stone troughs; £1188.30 to Jolee Fabrics for new tablecloths; £57.07 to Paul Martin for bulbs and socket converter for hall lights; £337.15 to the Play Company for cross-bar posts for the car park; £61.15 to Paul Martin for post-fix cement for car park posts; £60 to Karen Barker for the skittles for the pub night.; £999.36 to Southfield Windows – deposit for porch glass.</p> <p>3. Telephone and Internet - £78.11. In January, price renegotiated to £21.16 from February but with price hike - £24.99 from March. It is now £28.59 with an increase in line rental.</p> <p>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. They have just collected £1844.15 in March. The monthly D/D is increasing to £558 from April.</p> <p>5. Oil – We have just had 500 litres of oil delivered costing £417.06.</p> <p>6. Property Insurance – I have pro-rata'd this as the first 3 months was paid in 2022.</p> <p>7. Repairs - £57.24 to Christian Woodford for Defibrillator batteries.</p> <p>8. We have been given full exemption from council tax by South Hams District Council.</p> <p>Current Account £27999.06 Deposit Account £54276.29</p>	
<p>7.</p>	<p>Maintenance Report All items to be raised have been discussed during the meeting.</p>	
<p>8.</p>	<p>AOB</p> <p>Facebook & Instagram Facebook followers is up to 73 and we now have an Instagram page which is gaining followers. Please share any posts and encourage friends and family to follow our pages.</p> <p>What went well with events Sian raised that we should have a review after each event to discuss what went well or what could have gone better. Agreed we will have a quick 10 min discussion after each event.</p> <p>Game Night: Jo – enjoyed it and met new people who really enjoyed it. Ingrid – good night, a lot of fun. Good opportunity to get to know neighbours Caro- same as Ingrid Diane/Paul – didn't notice a lot of new people. More diversity in the games needed. Paul to come up with more games or bring his own. Alison – smiles on everyone's faces. Personally was tiring and thanks to Paul for the darts.</p>	

	<p>Sian – really positive, needed a little bit more planning for future. But was a trial and future will be easier.</p> <p>Chris – no comment as wasn't there. Broader comment as last surviving members of the original committee. We ran out of ideas years ago so would like to thank Alison for her leadership since Neil left. Everyone has no idea how good it is to see a younger committee with such enthusiasm.</p> <p>Sue – brilliant and saw people had not seen for years</p> <p>Lisa – was not here for the games night, but re-iterate what Chris said. Have been on the committee a long time and maybe thinking about standing down in the future.</p>	
--	--	--

Land of the Five Beaches Event Plan

Name of Event	Land of the Five Beaches
Description of event including furniture required etc	A local film will be streamed to a seated audience with a bar open before the start and at the interval. Set up for 80 people theatre style with an aisle down the middle. Chairs only but a few tables around the perimeter for people to put glasses on.
Date of Event	Saturday 22 nd April
Timing of event	7.30 – 10pm
Licence Required?	Yes Ingrid ordered and received
Co Ordinator of Event	Karen
Marketing Required	Posters - Diane, Gill, Sue & Jo 05/04 Facebook & Insta - Karen
Set Up Time	10am Saturday
Run the film	Chris – to be tested beforehand
Volunteers for Set Up	Karen Alison Diane Jo John
Bar Stock Required	Yes – Malcolm
Bar Service Volunteers	Lisa Alison Karen
Volunteers to clear up	To be overseen by Karen to ensure chairs stacked correctly.

Event Agreed by CommitteeAgreed.....Date ...18 April 2023.....

Eurovision Party Event Plan

Name of Event	Eurovision Party
Description of event including furniture required etc	<p>Live streaming of the Eurovision party to a seated audience. BYO food with a bar open for the duration. Set up for 108 people with 3 rows of tables.</p> <p>Sweepstake during event Trophy for best costume Score sheets - Our scores v the country scores on flipchart</p> <p>Doors open 7.30pm</p>
Date of Event	Saturday 13 th May
Timing of event	8pm – 11pm
Licence Required?	Yes Ingrid ordered and received
Co Ordinator of Event	Karen
Marketing Required	Posters – Karen Distribution – Diane, Gill, Sue and Jo Facebook & Insta - Karen
Set Up Time	Saturday morning time tbc
Run the film	? to be confirmed as Chris and Paul are away
Volunteers for Set Up	Time and Volunteers Tbc Tables and chairs as per coronation layout
Bar Stock Required	Yes – Malcolm
Bar Service Volunteers	Karen
Volunteers to clear up	Sunday Time and Volunteers Tbc

Event Agreed by CommitteeAgreed..... Date18 April 2023.....

The meeting closed at 18.36pm.

Next Meeting	
Monday 22 nd May 2023 @ 4.30pm	Yeo Room

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

Chair