

Thurlestone Parish Hall Committee
Meeting Minutes

Monday 26 June 2023, 4.30pm

Present:

Malcolm Breton	Chair	Chris White	Maintenance
Alison Daily	Vice Chair	Sue Dwyer	Horticultural
Karen Barker	Secretary	Matt Bright	Friend of Parish Hall
Lisa White	Treasurer / Bridge	Dave Gibby	Friend of Parish Hall
Chris White	Maintenance		

	Agenda Item	Action																
1.	<p>Apologies</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Ingrid French</td> <td style="width: 25%;">Bookings Clerk</td> <td style="width: 25%;">Jo May</td> <td style="width: 25%;">Friend of Parish Hall</td> </tr> <tr> <td>Sian Hodges</td> <td>Parochial Church</td> <td>Anna Stern</td> <td>Friend of Parish Hall</td> </tr> <tr> <td>Diane Martin</td> <td>Co-opted Member</td> <td>Caro Mellor</td> <td>Friend of Parish Hall</td> </tr> <tr> <td>Gill Stone</td> <td>Parish Council</td> <td>Viv Gibby</td> <td>Friend of Parish Hall</td> </tr> </table>	Ingrid French	Bookings Clerk	Jo May	Friend of Parish Hall	Sian Hodges	Parochial Church	Anna Stern	Friend of Parish Hall	Diane Martin	Co-opted Member	Caro Mellor	Friend of Parish Hall	Gill Stone	Parish Council	Viv Gibby	Friend of Parish Hall	
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2.	<p>Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 22 May 2023 were agreed and signed.</p>																	
3.	<p>Action Log</p> <p>See action log for updates and new actions.</p>																	
4.	<p>Three Villages Project</p> <p>Approach taken is villages within the landscape. Matt advised he was late starting taking the pictures as the season was late starting.</p> <p>For the images there are two aspect ratios to choose between 16 x 9 or digital camera size 3x2</p> <p>Do we want the whole village or part?</p> <p>What size do we want to print? Average is 1.5 mtrs</p> <p>Matt showed the options taken so far for the three villages.</p> <p>Matt will keep going if we want him to if we want pictures other than in sunshine. The picture of Buckland is a bit limited as Matt does not have access to the field at the top.</p> <p>No decision is needed today, but need to decide the aspect ratio and what size we want them printed.</p>																	

	<p>Matt is happy to create a hidden section on his website of the images so we can review them all and decide which ones we want to use.</p> <p>Karen to send link around for everyone to view images.</p>	<p>Matt</p> <p>Karen</p>
5.	<p>Event Review</p> <p>Family Fun Brilliant and enjoyable. Weather was favourable. Would be nice if we could get more parental involvement.</p> <p>Last year more local people and held later in the year.</p> <p>Should we advertise at the camp site? Alison said she could provide martin with a poster. Karen advised that there is a new South Milton noticeboard on facebook similar to Thurlestone one.</p> <p>Lisa felt the ticket table would have been better placed in the hall.</p> <p>Aune Valley didn't make as much as we thought, so need to think about what we want to do next year. The most profitable food previously was the bbq but it is a lot of work.</p> <p>Maybe we could ask the church to do the bbq and they keep the profit?</p> <p>Pub Night Went really well. Good fun, weather was fantastic, could sit outside, enjoy the sun and catch up with friends. Pimms went down very well. We may need to put out some nuts or crisps out. Sue asked what time people came, most people came after 7pm.</p>	
6.	<p>Making the Hall more welcoming</p> <p>Pictures will be the last of it.</p> <p>Troughs are looking great and Sue is really pleased with how they are performing.</p> <p>Chris raised the condition of the noticeboards in the entrance to the hall. Should we replace them? Chris to get some prices</p> <p>Karen to do an Questionnaire update</p>	<p>Chris</p> <p>Karen</p>
7.	<p>Finance Report</p> <p>Expenses</p> <p>Events Expenditure</p> <ul style="list-style-type: none"> a. Plywood for Dart Board - £30 to Paul Martin b. Bar Licences x 5 - £105 to Ingrid for POTS evening, Coronation Day, Eurovision, Family Fun Evening and Pub Night. 	

- c. £17.08 to Malcolm for Tesco shop for Pub Night held in March
- d. Barrell and Still - £185.40 for wine (half used for Pub Night in March)
- e. Coronation Day - £33.25 to Karen for Champagne flutes; £14.99 to Diane for Blue Table Covers; £55.58 to Malcolm for Beer; £192.59 to Malcolm for Wine and Prosecco; £27 to Sue Dwyer for Pate; £342.23 to Alison for Tesco shop, West Country Cheeses and Party Delights.
- f. Family Fun Evening - £198.42 to Malcolm for catering – Tesco shop, Coop shop and Plastic Beer Glasses; Pool Table £50; Beer £55.58
- g. Pub Night - £55.58 to Malcolm for Beer
- h. £9.99 to Karen for Laminating Pouches and £59.95 to Karen for Colour Ink Cartridge
- i. Sum-Up Commission - £1.92 for Land of 5 Beaches, £2.59 for Family Fun Evening and £3.49 (TBC) for Pub Night

New Equipment

- a. £16.28 to Paul for Pack of 5 Fluorescent Lights for Yeo Room
- b. £61.44 to Sue Dwyer for Plants and Compost.
- c. £20.31 to Paul Martin for Car Park Lighting Units fixing screws and washers in stainless steel and £13.99 to Paul for Wellocks Screws Set for Car Park Lighting Units.
- d. £825 to Simon Hurrell for Building and Rendering the new wall by the front door as per his Build and Render new wall by front door quotation.

Caretaker Costs – 13 weeks @ £50

Telephone and Internet - £86.71 for the quarter.

Cleaning Materials - £103.46

Chris has done a top-up order from Bunzl costing £102.11 + £1.35 for washing-up liquid.

Electricity – £2032.36 for the quarter

£664.07 in April, £998.74 in May and £369.55 in June.

Water Rates for the quarter =£94.47

Repairs

- a. Dart Fire Protection - £351.25 for service of Fire Extinguishers + £78.79 for Lights and Alarm Service
 - b. £11.50 to Diane for Lining Fabric and Thread
 - c. £2423.83 to Finnish Electrical for External Lighting, PAT testing, and Lighting alterations to cloakrooms.
 - d. £220 to Neil Yeoman T/A Osmosis Cleaning - Cleaning exterior gutters, windows, fascia and barge boards prior to External decoration of the Parish Hall
 - e. £2385 to Kevin Langman Decorators Ltd – external decoration of the Parish Hall.
 - f. £109.08 to South Hams Plumbing and Heating for Boiler Service
- Total Repairs = £5579.45

Income

1. Bank interest – due middle of July Interest for quarter 1 was £484.02)

	<ol style="list-style-type: none"> 2. Car Parking Permits – 1 @ £65 + £20 from holiday home opposite the Parish Hall for 4 days parking 3. Donations - £100 from Juliette Atkin 4. Events Income – <ol style="list-style-type: none"> a. Land of 5 Beaches – Bar Sales £104 cash + £112 on the Sum-up card. b. Coronation Buffet – Ticket Sales £820 c. Family Fun Evening – Games Tickets £86. Bar Sales £225.10 cash + £151.80 on the Sum-Up card. Commission from Aune Valley £15. Sale of Table Tennis Table £100. Total = £577.90 d. Pub Night 24/6 – Bar Takings £160.80 cash + £206.50 on Sum-Up machine = £367.30 <p>Total events income = £1613.90</p> 5. Feed-In Tariff - £924.57. It has been particularly sunny this quarter. 6. Main Hall Elections – District Council Elections held on May 4th. 7. Main Hall Parish - Normal rent @£9 per hour. 8. Main Hall Private party - £12 per hour - £267. 9. Yeo Room Parish – Normal rent @£6 per hour. 10. Hire of chairs - £32 11. Hire of Tables - £20 <p>Current Account £22996.09 Deposit Account £54760.31 Money to be Banked £477.30</p> <p>All new equipment (£937.02) + repairs costing £5040.33 part of Hall improvement scheme.</p>	
<p>8.</p>	<p>Maintenance Report</p> <p>Items 3 and 4 still outstanding Item 5 still awaiting switcher Item 8 wall complete – needs painting, Windows in manufacture Item 9 – no progress Item 10 – been in touch with people been in before. Never had complaint before but will look for an alternative Item 11 complete Item 13 – did find someone to provide a cost – not heard anything Item 14 – timer is limited, 10 secs or 10 mins. Currently set to the lowest. If you are there they will stay on. Longer timer set for gents cubicle. Fans have been set with their own times. Item 15 – ongoing Item 16 – complete Item 17 – draught from air handling system – awaiting response from company Item 18 – list of maintenance items from mike barnes to be re-written</p>	
<p>9.</p>	<p>Future Events</p> <p>22 July Sea Shanty Co – Ordinator - Alison Stage to be setup under the clock with tables around it. Setup 10am on the day. Stage to be taken down on the Sunday. Final numbers for the group will be confirmed this week after their rehearsal.</p>	

	<p>Encourage people to enter into the spirit ie dress up with parrots etc Current ticket numbers are 79 so if any committee members want to come they need to book asap. Set their food/drink up in the yeo room.</p> <p>Malcolm feels that we should make at least £500 and that as we are charging £5 it could impact on the bucket collection. Malcolm feels we should make a contribution. What does the committee think? Chris suggested we see until after event and ask the group if they are happy with what they have collected. If not we then contribute. All agreed.</p> <p>16 Sept Pub Night Co – Ordinator - Malcolm</p> <p>20 Oct Divertimento Co – Ordinator - Karen Divertimento are very keen to support us. Guaranteed minimum of £600 Bar for interval, No food Setup under the clock with theatre seating around. Tickets £15 Karen to contact Divertimento and advertising to start asap</p> <p>17/18 Nov Pub Night Date provisionally set for 17 or 18 November, date to be finalised at future meeting.</p>	Karen
10.	<p>AOB</p> <p>Hall Capacity Malcolm read an article about new terrorist regulations going through parliament at the moment. As they currently stand any event held anywhere over 100 people you would need to go through training, qualified people etc. if this goes ahead we would need to have a max capacity of 99.</p> <p>School Meeting Good meeting, 3 members of FTS plus head and administrator, they put in complaint about Devon Maids and her behaviour. Lisa and Chris to gently raise with Devon Maids. Lisa and Chris felt this may result in us losing our cleaner. The school felt we could help the situation by moving the classes. All felt this is not the resolution needed. The Monday Pilates class has already moved to 2pm so it finishes at 3pm. The Wednesday Pilates class has changed to 9.30am. Karen to advise the FTS and School of these changes. FTS recognise charge is very low, they have asked us for an amount. Miss Coombe to sit on committee</p>	Lisa / Chris Karen

<p>Parking for reception and nursery only with a waiting 30 min limit Future events lines of communication shared FTS and the School are not willing to monitor the car park but suggested we report bad behaviours and language to the police. We offered them the use of our hall when theirs is not big enough for their use.</p> <p>Malcolm asked if we could designate an area in the car park those who have a permit? Dave asked what our liability if a child is knocked over due to the chaos in the car park? We have signs stating we accept no responsibility for anyone using the car park</p> <p>What would we like to charge them? General view is that we should not charge them anything. Chris raised using the anpr system similar to the golf club</p> <p>Expenses Lisa asked Malcolm for his expenses for the pub night</p> <p>Tea towels Lisa advised that the cleaner had advised that as of Monday morning there were 0 tea towels. Karen confirmed that 2 had been left on the oven Saturday evening to dry. Who has been in the hall between 11pm Saturday and 8am Monday? Lisa to order some new tea towels.</p> <p>Emails Sue mentioned that when she was renting the chairs she noticed that the Booking email shows Diane’s name. Karen to organise it being corrected.</p> <p>Bookings Ingrid had been told not to inc setup time in bookings. Malcolm advised Ingrid to show setup time on bookings</p> <p>Church Fete There is no church fete this year but they are attempting, at rather short notice, to organise a ‘family barbecue’ on the evening of Tuesday 22nd August on the grassy area around the war memorial. This is a revival of an annual event last run in 2017. It includes aspects of the fete and the Hall family fun but with a barbecue. The church will probably be asking to borrow some games from the Hall and any offers of help would be very gratefully received.</p> <p>Ceilidh If the Hall decides to run a ceilidh as an event in 2024, Sian can recommend the band, Mooncoin from Harbertonford, which they had for their daughter’s wedding. They charged £655 for a four piece band and caller.</p> <p>Welcome Evening 2024 Sian has suggested the Hall run the ‘welcome evening’ again to showcase organisations in the Parish. Early September 2024 would be the best time to do so.</p>	<p></p> <p></p> <p></p> <p>Lisa</p> <p>Karen</p> <p>Ingrid</p> <p></p> <p></p> <p></p>
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The meeting closed at 18.30pm.

Next Meeting	
Monday 31 July @ 4.30pm	Yeo Room

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

Chair