

Thurlestone Parish Hall Committee
Meeting Minutes

Monday 27 November 2023, 4.30pm

Present:

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

Agenda Item		Action
1.	<p>Apologies</p> <p>Caro Mellor Friend of Parish Hall</p>	
2.	<p>Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 16 October 2023 were agreed and signed.</p>	
3.	<p>Action Log</p> <p>See action log for updates and new actions.</p>	
4.	<p>Event Review</p> <p>Pub Night – 25 November</p> <p>A new concept was introduced with the Piano being out and Alastair Durden playing some tunes. A few people sung along. Made £77 on the night, which included two prizes for the darts and pool competition. We had a couple of new people turn up as well. We also received a note from a parishioner who really enjoyed the evening.</p> <p>Over the year we have raised c£1,300 from our events. The most successful from a fundraising perspective were the Sea Shanty evening, the coronation. Our most successful pub night was in the summer and our two least successful have been the last two, September due to the poor weather and this weeks due to the time of year.</p>	
5.	<p>2024 Events</p>	

Month	Date	Time	Event
January	13	Evening	Film Night
February	8	Evening	Polio Quiz
	17		VV Lunch
	?	<i>Evening</i>	<i>Tim Kliphous</i>
March	16	7pm	Pub Night
April	27	Evening	Disco
May			
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	TBC
November	16	Evening	Murder Mystery
December			

Next event is the film night in January. We will have a bar and maybe a few snacks.

Family fun will be in August this year as there is not a church event. Discussion to be had with The Codmobile about him being available. Date to be confirmed but timing with other August events to be considered.

May – we have a couple of other options available for May. The one person plays, The Galley Girls, or a pop up. Maybe for the first pop-up look to do an event with smaller numbers. One of the options (Janey) would require us to staff it. Twenty Seven also did a pop up in the summer in Salcombe. The Kid Hod Thai have closed in Kingsbridge and are now specialising in pop ups. Alison/Events Committee to explore options.

Beetle Drive? Previous event had to be cancelled due to low numbers. May be one to consider.

Open Gardens – advert going into Village Voice. The people who have previously done the tea and cakes are unable to do it this year. Alison, Anna, Diane volunteered to help with the tea and cakes. Will also need stewards for Old Rectory Gardens.

Alison

6. Three Villages Project

The three images selected will be displayed in a Triptych. There are a few options for printing and sizing. One option is a 2m x 1m. Matt proposed mocking the size up and placing on the wall. Die bond Aluminium is very long lasting.

Matt will increase the resolution of the images so that the detail within each is visible.

What about damage? This will inform how they are fixed to the wall. If they get damaged it would need to be subject to an insurance claim.

	<p>Matt to speak to some companies to explore the costings for printing the images. For the January meeting Malcolm and Matt to put some options up on the wall to make a decision on placing/sizing.</p> <p>How would we identify which village is which? Matt is proposing a rectangular business card size name plate. Placed at the bottom identifying each picture.</p>	<p>Matt Matt/ Malcolm</p>
<p>7.</p>	<p>Finance Report</p> <p>Income</p> <p>Quarter 4</p> <ol style="list-style-type: none"> 1. Donations - £7500 from the estate of a lady who lived in the village for many years. She died a couple of years ago. Her daughter wishes the donation to remain anonymous. 2. Events Income - £540 for 36 tickets for Divertimento; £168.50 in bar sales from Divertimento concert: £224 in bar sales from Pub Night held on November 25th. 3. Main Hall Parish – Hall rental @ £9 per hour 4. Main Hall Private Party – 3 parties 5. Yeo Room Parish – Room rental @ £6 per hour 6. Hire of Chairs – 40 chairs to Rosalind Spears 7. Uncategorized Income – Balancing figure from when I paid for several items when unable to use Barclays Bank Account. <p>Expenses</p> <p>Quarter 3</p> <ol style="list-style-type: none"> 1. Events Expenditure - £21 to Karen Barker for bar licence for Pub Night on November 25th; £168.43 bar stock for Divertimento concert and Pub Night held yesterday; £34.99 to Karen barker for a second SumUp machine ; £6.90 to Karen Barker for refreshments for Divertimento; £5.03 commission to SumUp; £600 fee to Divertimento. 2. New Equipment - £8.45 to Paul Martin for pair of remote-control holders for Yeo Room Smart Board; £10.96 to Paul Martin for 2 packs of strong display board magnets; £2382.30 to Finish Electrical for completion of the installation of the InfraRed heaters; £525.52 to Chris White for Shield Showcase with Magnetic Whiteboard; £36.96 to Paul Martin for Whiteboard Tape and Magnets. 3. Caretaker Costs – 7 weeks @£50 per week 4. Telephone and Internet – 2 months @£57.18 5. Electricity – EDF took nothing in October but took £804.13 in November. We have now reached our most expensive months. 6. Water Rates - £103.40 for quarter 7. TV Licence - £159 per annum 8. Uncategorized Expenses - £170 as balancing figure for income. <p>The payment of £2382.30 for the installation of the infrared heaters is capital expenditure towards updating the heating system in the Yeo Room, hallway and toilets.</p> <p>Current Account £23957.11 Deposit Account £56025.57 Money to be Banked £369.00</p>	

	<p>Looking to move the bank account from Barclays to Lloyds. Lloyds do a treasurers account with no charges. Did consider an online option, however Lisa has experience with Lloyds and they would do the current account transfer. Committee all agreed the transfer.</p> <p>The donation will be recorded as anonymous in the meeting minutes. A full record with the details of the donation will only be known by Lisa and Karen and Karen will record it.</p>	Karen
8.	<p>2024 Budget</p> <p>Lisa is working on the 2024 budget following a meeting of the finance sub-committee on 24 Nov.</p> <p>We have identified the items to be included for expenditure for 2024. We will be increasing cost allowances within the budget, although our Electricity costs are fixed up until Oct/Nov 2024.</p> <p>Between now and the January meeting Lisa will come up with a proposal of our costs, the hall hire charges and car park permits. This will inform any changes needed to the hall hire charges.</p> <p>Draft budget to the January meeting.</p>	Lisa
9.	<p>Maintenance Report</p> <p>See maintenance log for updates and new actions.</p> <p>Items:</p> <p>3 Thank you to Gill for the boards as they were the right dimensions and fit very well.</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>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 is still awaiting a response.</p> <p>18 Very low priority</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>24 On Paul's list</p> <p>27 New item</p>	

- 28 New item
- 29 New item

2024 list:

- 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
- 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.
- 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

When is the plan to do the internal decoration? Kevin Langman to be approached to do it. Will be dependent when he is available to do it, likely during the school holidays.

One of the tasks was to put the gym mats in the loft, which was done. In the loft there is a rack of gym mats, 4 or 5 vaulting stools and 4 school style benches. Do we still need to store these? Do we want to get rid of them? Do we expect to get money for them? Does the school want them? Katie advised they have enough equipment, but thank you for the offer. Agreed we get rid of them, but to explore what they are and what the value is in them. Matt and Anna to look into it.

6 gym mats have re-appeared in the store cupboard. Have they come in from outside rather than from the loft? Ingrid to check with the Salcombe Rowers to see if they brought them in. Malcolm has also asked for them to be spoken to about storing their weights. Chris to check in the loft to see how many are in there.

Subsequent to the meeting Chris checked the loft and it was clear that no one had accessed the loft therefore we do need to establish with the rowers if the mats are theirs and if not whether they borrowed them and brought them back without agreement.

Matt/
Anna

Ingrid

Chris

Ingrid

