

THURLESTONE PARISH HALL

Minutes of Meeting Mon 9 Jan 06 F T S and Parish Hall

School usage of Parish Hall:

- mutual ambition that the School make use of the new Hall's facilities, £1200 of games equipment having been bought with the school in mind
- School budget is not sufficient to pay the £5/hr hire fee for the main hall and £3 for the Yeo room
- Parish Hall Committee not able to offer discounted rates to school or any other user
- F T S need to know the scale of money required so as to prioritise their expenditure
- Action: School to estimate likely demand and inform F T S

Car Parking:

- accepted that car parking has long been a problem
- current recommendation by the school and Parish Council is to use Court Park on L H S going down
- problems are brambles, danger of crossing the road, and narrow path through to Glebefield
- suggestions made: mark parking places white lines, install 'school' warning sign and flashing light, 20 mph limit
- The Headmaster also concerned on road safety between school and Parish Hall
- Action: Raise through Parish Council and on to D C C (see Footnote)
- Accepted that the car park is provided for users of the Hall – however the Parish Hall is agreeable to usage by the school before 9 am but not in the afternoon when the Hall is in increasingly regular use
- The issue of payment for car park maintenance and usage before 9 am was left on the table for later discussion.

R Parkin 10.01.06

Distribution:

A Williams R Collyns

R Parkin D Houghton

Copied: P Hurrell J LeGrice P Crawford

Footnote: Issues raised at Parish Council on Mon 9 Jan who agreed to follow up with Highways a Devon County

MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 30th. January, 2006 AT 5.00PM IN
THE YEO ROOM.

Present: R Parkin (Chairman), D Houghton (Deputy chairman),
J Le Grice, J & P Crawford, P Macdonald, C White, J. Mackenzie, K. Livett,
R. Mackay, J. Barton, P. Hurrell, L. White.

1. Apologies. B. Clarke, G. Bezant.

2. Matters arising. Chris White has purchased a Motion Detector Alarm to protect the TEAMAKERS cupboard should it be opened without authorization. It would automatically ring John Crawford, or Charles Mitchelmore, who would inform the Police.
Badminton starts at 6.30pm., not 7 pm.

Joan Mackenzie would like to put her Parish Hall photo albums in the Cupboard in the Yeo Room.

The front door lock has been repaired.

The Smarty Meter outside the shop has been removed.

3. 2006 Budget. David Houghton presented the 2006 Budget on behalf of the Treasurer. Projected lettings by the Booking Secretary are 1100 hours for the main hall and 250 for the Yeo Room. At £5/hr and £3 respectively, this will generate an income of £6250. Other income, chiefly interest on reserves, is budgeted to bring the total income up to £8689. Expenses, of which electricity, heating and insurance are the principal components, are budgeted at £6480. Thus the operating surplus should be £2209. Events in aid of the Parish Hall are expected to raise £3600, giving a Total Nett Income of £5809. This level of positive funding is needed to build up reserves in anticipation of significant spends on maintenance and additional facilities in the years ahead.

The Total Project spend, with some minor items still to come, is £435,000, our reserves at the end of the Project being slightly in excess of what they were at the beginning of fundraising in 2002.

4. Treasurer's Report. The Take Note Concert raised £940, the String Quartet raised £193, Friday Bridge gave a donation of £729.21p and POTS donated £600 raised from the showing of Peter Hurrell's slides.

5. New Hall Completion Report. The Construction Committee is now disbanded.

Small groups need to be formed to deal with particular problems, eg. Heating and Technicals, (to include Ron Parkin, Chris White, Mike Barnes, Ray Tavender.)

The problems with the boiler and the combination lock on the Front door are almost sorted. The heating for the main hall is controlled by a switch in the Yeo Room, but there needs to be a programmer in the main hall with a choice of Activity heat or Sitting heat. The Thermostat needs to be on a timer if possible.

The Audio-Visual equipment was super at the New Year's Eve party, well worth the investment.

6. User's Feedback. Car parking can be very difficult for large events, the Right of Way for the house at the end of the car park being blocked. Whilst the Organiser of an event is responsible for maintaining the Right of Way, as there is no indication where this is, it was agreed we should have a Tarmac strip laid which should be kept clear.

When two separate events are running, the Sound Insulation has proved fairly good.

It was approved that we should acquire a wheelchair in case of illness.

The Keep Fit Ladies like their bar and would like another on the other side of the hall. (Care would be needed in installation as the cable for the Loop system is behind it.)

The Badminton Club needs to have lines on the floor. The best way of doing this will have to be investigated with a section of flooring as paint will not adhere to the oiled surface, and sticky tapes could become tacky quickly.

Pearsons would like to have curtains in front of the stage. This would be too expensive. The outside lights stay on until 11pm., as the steps by the Fire Exit need to be illuminated. The Closed Circuit Camera (Night Vision) will only work in the dark.
The Tai Chi classes have been losing customers due to the lack of heating. The Secretary will be writing apologies to them.

The Bridge tables may be used for the Charities of the Bridge Club's choice.

7. School. Committee Sub-Group - Ron Parkin, David Houghton, Bill Clarke, Pat Crawford, Peter Hurrell has met with the Friends of Thurlestone School.

We have bought games, mini-football, tennis, primarily for school use. We cannot afford to give discounted rates to them. The school would like 5 sessions a week, from 1.30pm to 2.30pm each day, and also Friday afternoons. As this may clash with the occasional booking, we would have to negotiate with the school. FTS. will provide funding.

Car - parking. We are negotiating with the Parish Council about marking parking spaces in Court Park, and with the County Council about providing a ramp for the footpath from Court Park to the school.

8. Keys. Pat Crawford gives the combination number to Hirers. The code should be changed regularly and passed on by word of mouth. The Yeo Room should be left unlocked, except when there could be a security issue, when the Hirers/Leaders would be told the combination code. The AV cupboard in the Hall is locked with the Combination lock, which Hirers will be told.

9. Hiring. An application from an underage person has to be sponsored by an adult.

10. Events in aid of the Parish Hall.

Barn Dance (Bowls Club) - April 1st

South West Opera - March 11th.

Cream Tea (Mr. and Mrs. Atkinson, Warren Road) - May ?

Kingsmen - July 29th.

Autumn Fair - ?

We must ensure that we keep slots available for Parish Hall Fundraising.

11. Film Club/Society. Chris White has written a document, "Showing films and TV in the Parish Hall". He has also written a full set of instructions for the AV System, which is attached to the inside of the AV cupboard door.

Jeanne Barton has offered to organise a film club, meeting on a Sunday evening once a month.

We shall also be able to show Free-to-air one-off football and rugby games, Wimbledon, Winter Olympics, etc.

12. AOB

a. Ray Tavender needs to have his overall rate of pay revised.

b. We need to display Food Handling Rules and Regulations in the Kitchen - Pat Macdonald will organise these.

c. There is nothing to stop the Lighting Bars in the hall moving lengthways, making it difficult to adjust lights and to align the projector, and with the possibility that holes could be made in the ceiling tiles. We will have to ask "Stagecraft" for modification.

d. The fridge/freezer switch is in a difficult place. However, we do not need to switch off at the plug, but can use the internal control.

e. The date of the AGM will be Monday, 27th March, 2006, at 7.30pm.

The Meeting finished at 6.50pm.

Signed..... *R. Parkin* (Chairman)

Date..... 13.3.06.....

The next meeting will be held on Monday, 13th March, 2006, at 5.00pm in the Yeo Room.

**Thurlestone Parish Hall
(Registered Charity No 282906)**

Trustees Report and Accounts for the Year ended 31 December 2005

Enclosed:

Pages 1/2
Page 3
Page 4
Pages 5/10
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Trustees Report
Statement of Financial Activities for the year to 31 December 2005
Balance Sheet as at 31 December 2005
Notes to those Accounts
Independent Examiner's Report

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
MONDAY 14 MARCH 2005 AT 7.30 PM IN THE PARISH HALL**

Present R Parkin (Deputy Chairman), B Clarke (Treasurer), G Marshall (Secretary)
J Barton, J Crawford, P Crawford, P Hurrell, K Livett, P Macdonald,
R Mackay, J Mackenzie,
+ 19 members of the public

1 APOLOGIES

R Cole, D Houghton and F Mackenzie

2 MINUTES OF 2004 AGM

The minutes of the previous AGM held on 22 March 2004, having been circulated, were approved and signed by the Chairman. Proposed by P Hurrell and seconded by J Barton.

3 MATTERS ARISING

There were no matters arising.

4 ACTING CHAIRMAN'S REPORT

R Parkin explained that he had taken over as Deputy Chairman from R Cole in January and we owed a great debt of thanks to him for his many years as Chairman and his very successful role in 'getting the ball rolling' and raising funds for the new hall.

2004 had been a year of ups and downs. Soon after the rejection by the Lottery Fund we had received the good news of a grant of £166,209 from DEFRA. This was followed by the grant from the Parish Council who had obtained £100,000 by means of a loan from the Public Works Loan Board which would be repaid by Parishioners over a period of 30 years through the Parish Precept. Added to this was an impressive amount raised by events and donations.

Thanks were also given to
G Marshall (Secretary), B Clarke (Treasurer), Pat Crawford (booking secretary) and Ray Tavender (caretaker)

Also to Malcolm Northmore who had generously dedicated a huge amount of time at no charge whatsoever in drawing up the plans for the hall and making various alterations.

To Paul Carpenter for his professional advice.

To David Houghton for all his hard work.

To the Chairman of the Parish Council Kit Marshall.

Progress on the construction of the New Hall would be posted in the notice board outside the Village Stores and also in the Village Voice. The new Hall should be ready by October.

5 ANNUAL ACCOUNTS

The audited accounts were circulated to those present. They were approved. Proposed M Grose and seconded by J Barton.

The Treasurer pointed out that the hire fees had exceeded the costs by £1,400 which was a healthy sign considering that the Church no longer uses the Hall.

Thanks were extended to Alan Chapman as Independent Examiner for a very professional and detailed set of accounts. His re-election was proposed by R Macdonald and seconded by J Mackenzie.

Thanks were also extended to the Village Voice for printing copies of the accounts.

The Treasurer explained that in order to open an Escrow account we needed approval by those present to appoint Barclays Bank and to formally ratify existing arrangements. Proposed by B Clarke and seconded by M Grose.

6 ELECTION OF OFFICERS

At this stage P Hurrell took over the proceedings and proposed thanks to the Committee, David Houghton and Martyn Grose.

He proposed that R Parkin should be elected Chairman, seconded by P Macdonald.

In the absence of any other nominations

The Treasurer was re-elected. Proposed by R Parkin, seconded by P Hurrell

The Secretary was re-elected. Proposed by R Parkin, seconded by A Grose

7 AOB

The Chairman proposed that P.O.T.S. should be represented on the Committee and Chris White was elected.

L Hubbard said that POTS would give advice and support on the selection of audio/visual equipment for the new hall.

J Mackenzie proposed a vote of thanks to R Parkin for so ably taking over as Chairman.

The meeting closed at 8.05 pm. The Chairman invited all present to a glass of wine, nibbles and to view Joan Mackenzie's excellent photographic record of the Hall.

Signed J. S. Parkin (Chairman)

Date: 27.3.2006

**THURLESTONE PARISH HALL
COMMITTEE AND REPRESENTATIVES**
as at May, 2006.

Chairman	Mr. R. Parkin, Ardentigh, Court Lane, Thurlestone TQ7 3ND Tel. 561215 tsr.parkin@virgin.net
Deputy Chairman	Mr. Chris White, 5, Mead Lane, Thurlestone, TQ7 3PB Tel. 560505 chrisandlisa@themed.co.uk
Hall Development	Mr. David Houghton, 3, The Old Rectory, Thurlestone, TQ7 Tel. 560555 mdhoughtonrec@aol.com
Treasurer	Mr. Patrick Stanley, Hilltop, Thurlestone TQ7 3LZ Tel. 560540 stanleybelstone@lineone.net
Assistant Treasurer	Mrs. June Murry, 4, Parkfield Walk, Thurlestone, TQ7 Tel. 561398 murryjune4@aol.com
Secretary	Mrs. Judith Le Grice, Rockhill, Thurlestone, TQ7 3NJ Tel. 562135 judith.legrice@virgin.net
Bowls	Mr. John Crawford, Baidland, Downs Road, Thurlestone, TQ7 3NF Tel. 560688 jcbaidland@btinternet.com
Keep Fit	Mrs. Karen Livett, 8 Crosslands, Thurlestone, TQ7 3TF Tel. 560131 karen@themeddevon.fsnet.co.uk
Wednesday Bridge	Mrs. Jeanne Barton, 4 Old Rectory Gdns., Thurlestone, TQ7 3PD Tel. 560864 michaelandjeanne@bedruthan.org.uk
Friday Bridge	Mrs. Lisa White, 5, Mead Lane, Thurlestone, TQ7 3PB Tel. 560505 chrisandlisa@themed.co.uk
Thurlestone & W. Buckland WI.	Mrs. Geraldine Bezant, Merchants Garden, Thurlestone Tel. 562041
Thurlestone Parish Council	Mr. Peter Hurrell, Woodlands, West Buckland TQ7 Tel. 560496 peter.hurrell@virgin.net
Parochial Church Council	Mr. Ron Parkin, Ardentigh, Court Lane, Thurlestone, TQ7 3ND Tel. 561215 tsr.parkin@virgin.net
Thurlestone & South Milton Horticultural Show and Village Voice	Mrs. Pat Macdonald, 25, Mead Lane, Thurlestone TQ7 3PB Tel. 560436 rbnMacd@aol.com
Parish Hall Booking Secretary	Mrs. Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7 3NF Tel. 560688 jcbaidland@btinternet.com
Caretaker	Mr. Ray Tavender, Tel. 561616

MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 13th March, 2006 AT 5.00PM IN
THE YEO ROOM.

Present: R. Parkin (Chairman), D. Houghton (Deputy chairman), Bill Clarke, J. Le Grice, J. & P. Crawford, P. Macdonald, C. White, J. Mackenzie, K. Livett, J. Barton, P. Hurrell, L. White, G. Bezant.

1. Apologies. J. Murry.

2. Minutes signed.

3. Matters arising. A maintenance committee has been set up.

Brian Rigby has given us a laser pointer which will be kept in the microphone drawer.

A wheelchair has been purchased, which will be kept in the Disabled loo. It should be put away in the Boiler room when the Youth Group are using the Hall. Ron will write a note to the Youth Group leader about their use of the Hall.

Speakers and a light for the Clavinova have been purchased and used successfully.

Vida Alexander (Tai Chi) has been sent a letter of apology and has been given time in lieu for the occasions when the heating was not working.

The Bridge Clubs have a list of nominated groups to whom they are happy to lend tables.

4. Treasurer's Report. The Treasurer has received the draft Balance sheet and Accounts from the Auditor. Cash assets are £42,152, commitments are £14,600, the balance is £27,546. David Houghton has claimed for £20,000 from DEFRA.

We need to organise six events p.a., each raising around £600.

We have had a much higher use of oil and electricity, partly because of higher usage and colder weather. We are looking at "air handling".

Lettings for both rooms are well up.

Opera South-West raised £1004, less around £200 expenses. At £8 a ticket, our charging is very reasonable compared to other local events.

Ron and Pat Crawford will discuss new charging rates for Hire of the Hall.

We will investigate a Business Account at the Post Office.

5. User's Feedback. The kitchen door should be wedged open when the Hall is in use for events like concerts, in order to prevent the screen rattling.

As too much effort is involved in providing coffee and tea during intervals, and with the subsequent washing-up, it was agreed that it should not be offered in future. People would be welcome to bring their own wine, but they should also be asked to bring their own glasses.

The staging, with its skirt, has proved successful. More grommets are needed for it. David will investigate the purchase of a couple of folding screens to provide "wings" to cover the entries to the "changing room"- (store room) for dramatic events, also some hand rails for the steps. We may need to put a loose carpet on the stage to deaden the sound of footsteps. We own a Back-drop curtain which we should try out, although it will conceal the screen. From the Safety point of view, when chairs are on the stage, their legs should be well away from the edge and any gaps.

A strip of wood may be needed to cover the gap at the back.

As the induction loop relies on the loudspeaker system to be in use, we are having an independent loop installed.

Opera South-West were very complimentary about the Clavinova, the acoustics of the Hall, and of their welcome generally.

The Bridge Club held a very successful Dinner. Lisa has asked the Caterers to let us know what other items might be needed in the kitchen. They commented that the dishwasher and the sinks were too small. In May or June, when we shall know better what is needed for the different functions we may cater for, we should form a group to look at what we may need to modify or purchase for the kitchen. Pat Macdonald and Judith will make an Inventory of the kitchen

equipment and get a book for broken items to be recorded. It was suggested we make a charge to outside caterers for the use of crockery – no decision made. David will provide a book for a Maintenance Log for the Maintenance Committee for regular checking of all large pieces of equipment, and for suggestions for purchases and repairs.

The noise seal on the Hall/Yeo Room door is not adequate. Peter will investigate.

It was requested that the Boiler cupboard be locked as people have been fiddling with the boiler.

The lines for the Badminton court are moving. Peter and Ron will investigate adhesive lines, preferably to be in position before the hall floor is re-polished.

6. School. Ron is in discussion with Alun Williams about the school's usage of the hall, and about purchase of equipment. The telephone will need to be installed before the school can use the Hall on a regular basis.

7. Events. The Opera South-West concert was very successful.

Barn Dance (Bowls Club)- April 1st

Cream Tea, Warren House (Mr. and Mrs. Atkins) – June 3rd

Autumn Fair – September 23rd

Kingsmen – Wednesday, October 11th.

Tennis dance (Lindsay Fletcher and Youth Group) – August 12th – half profits for Hall, half for the Youth Group.

Peter will investigate the possibility of a Dinner/Dance for the Bantham Sailing Club Regatta – August.

A Jazz Event was suggested for the Summer holiday time, or alternatively at the beginning of December – Bill will investigate.

Jeanne offered to organise a Film Club, to start in the Autumn, meeting on Sunday evenings. It was suggested that a group should be formed to organise events.

8. Calendar. The idea of a Parish Calendar with paintings/photographs/drawings submitted by parishioners was thought to be an excellent idea. There would also be an exhibition of all entries. This may now take place in 2007, producing a 2008 Calendar.

9. AGM. Ron is proposing Chris White as Deputy Chairman, and Patrick Stanley as new Treasurer. June Murry is computerising the accounts.

10.AOB. Chris showed us the CCTV footage of the car that reversed into the railings, breaking the concrete base. Ron will investigate who the driver was and ask for recompense. Peter will do the necessary repairs.

The quote of £3,600 for tarmacng a pathway through the car-park was thought to be too expensive – we should get another quote. The quote of £3,600 for tidying the entrance is acceptable. Out of courtesy, Pat Crawford will inform the Prowses when there is going to be a busy event.

DEFRA representatives will be visiting the Hall on 12th April to see it in use.

Peter Hurrell's Maintenance Group will be given £500 to use as they see fit, eg. providing a rail around the Loft ladder, a tool kit for the Hall.

David suggested we need a "house style" for notices.

From May, residents will be able to receive an on-line newsletter about Hall events.

Peter will be installing stays on the windows.

The Meeting finished at 6.50pm.

Signed..... *R. Parkin*(Chairman)

Date..... 8.5.2006

The next meeting will be held on Monday, 8th May, 2006, at 5.00pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 8th MAY, 2006 AT 5.00PM IN
THE YEO ROOM.**

Present: R. Parkin (Chairman), C White (Deputy chairman), P Stanley (Treasurer),
J. Le Grice, J. & P. Crawford, P. Macdonald, K. Livett, J. Barton, P. Hurrell, L. White, G. Bezant.

The Chairman welcomed Chris White as Deputy Chairman, Patrick Stanley as Treasurer, and Nominated members, Lisa White and Geraldine Bezant.
He also stated that the Construction Committee has finally been wound up with the final cheque of £7000 being paid to Grant and Patey after "snagging" had been completed, and that a silver tray had been presented to Malcolm Northmore.
It was agreed that in future meetings would start at 4.30pm.

1. Apologies. J. Murry, D Houghton.

2. Minutes signed.

3. Matters arising. Posters for future events should have the Parish Hall Letterhead as logo.
We now have the correct pieces to prevent chairs slipping off the back of the stage, also a proper handrail for the steps. David Houghton is investigating screens of some sort to provide "wings" to the store cupboard.

The Induction loop has been installed.

The Wednesday Bridge Club is concerned about the rise in charges as they have few members.
It was decided that the new charges should take effect from May, and those User Groups who had already paid the higher charge should be given a rebate for April. The Treasurer will write to regular users explaining the higher charges.
All Charities must pay the going rate.

4. Treasurer's Report. We have received a cheque for £26905 from DEFRA, of which £25000 has been put in a Charities Deposit Account.

The Bowls Club donated £500 from the Barn Dance to the Hall.

During the first quarter of 2006, the income was £4103.76. The cost of electricity and oil was very expensive, but hopefully this will ease off with the warmer weather.

The Charity Commissioners Annual Return needs to be completed by the Trustees.

5. Maintenance Committee Report. The contractors have signed off work at the Hall.

Peter Hurrell is investigating the restraining bars for the opening windows.

We need to have a hook and eye, and a bell on the front door. Burfords have been asked to repair the handplate on the front door.

The telephone will be installed this week.

We should have a safety rail around the loft opening.

The floor suppliers will be making a service visit in May.

Lines on the floor for Badminton should be the minimum. If the School are going to use the Hall sufficiently, it will be worth having the lines painted. We shall have to ask the flooring contractors their advice about the best way of doing this.

We will ask Rendles for their advice on cleaning the stains on the foyer carpet.

The wall at the entrance to the car-park will be started soon.

The Acoustic panels in the Yeo Room are very effective.

The insulation on the doors between the Hall and the Yeo Room has been done.

Quotes for brackets to stop the lighting bars moving have been requested.

Kit Marshall's list will be the starting point for the Inventory of everything bought for the Hall.

A new, big, clear notice "Do not park here" is needed for the Prowse's gate.

A notice "Baby Changing Facilities" is needed outside the Disabled toilet.

"No Cycling, No Ball Games" should be added to the main notice.

Pat Mac and Judith will re-do notices in the kitchen, larger.

The burner unit for the boiler has been replaced.

Mike Barnes, with his experience of heating engineering, has been asked to join the Maintenance Committee.

6. User's Feedback. Lisa White paid thanks to the Maintenance Committee for attending immediately to any item written in the Maintenance book. She would like two more keys for the Bridge Club.

Grant's Master Key will go to Pat Crawford.

Pat Crawford suggested we advertise any "Big Screen Event" as it is not worth while doing if only a few people attend.

David Houghton is writing a job description for Ray Tavender. His remuneration has been adjusted.

It was decided that the weekend was the most suitable time for washing the floor.

If members of the Tai Chi group want to work in bare feet, it should be at their own risk.

7. School. The school would like to do their National Curriculum PE in the Hall. The equipment needed will cost £1600, with the Hall paying 2/3 and the Friends of Thurlestone School paying 1/3. It was suggested they might apply for an "Awards for All" Grant. As they will need to have a regular timetable, they will need to book now for the Autumn. When the School uses the Hall more, there should be an invited representative on the Hall committee.

8. Events. 3rd June - Cream Tea, Warren House, (Parish Hall if wet). 3pm - 5pm.
Pat Macdonald will organise posters and cream teas.

Croquet (Bowls Club) will take place on the back lawn. (Signs needed.)

Cake and Plant Stalls. Whiskey and gin stall - Ron Parkin.

Music - Kit Marshall, Judith and Malcolm Le Grice.

Tables - Peter Hurrell and Ray Tavender will transport on trailer.

Film Club. The Dogs for the Deaf are unhappy about us starting a Film Club as their film shows in the Church Meeting Room provide much of their income. However, we feel that our proposed Film Club membership, with shows on a Sunday evening, may not be in competition with them.
Jeanne Barton is investigating costs.

Wimbledon Finals, 8th and 9th July. On the Big Screen. Tickets £4, to include strawberries and cream. Pimms extra. Two Licences needed, £21 each. Advertise in next Village Voice. Posters to be out by mid-June.

September 23rd - Autumn Fair.

October 11th - Kingsmen.

December 9th - booked for Gentle Jazz - Pat Macdonald.

Bantham Sailing Club - Dinner Dance still on.

Tennis Club Dance - cancelled.

Audio-Visual Quiz(?) - Madeleine Radford's contact.

Jazz - August 12th, 26th?

10. AOB. Peter Hurrell asked that copies of all notices should be displayed in Bantham and Buckland. He also asked what we should charge for car-parking.

John Crawford had met the DEFRA rep who had heard good reports of the Hall.

Ray Tavender has repaired the broken railing. The Chairman had suggested to the person who damaged it that a donation would be appreciated, and she then sent £75.

The Meeting finished at 6.50pm.

Signed *R. Parkin* (Chairman)

Date *8.5.06*

The next meeting will be held on Monday, 26th June, 2006, at 4.30 pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 26TH JUNE, 2006 AT 4.30PM
IN THE YEO ROOM.**

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), D Houghton (Hall Development), J le Grice, P Crawford, J Crawford, P Hurrell, K Livett, J Murry, P Macdonald, L White.

1. Apologies. Jeanne Barton. Geraldine Bezant has tendered her resignation as she is moving away from Devon.

2. Minutes signed.

3. Matters arising. The person who damaged the railings has signed a Gift Aid form. We need to consider a "House Style" for our publicity material.

5. Treasurer's Report. The latest figures are for the 5-month period since the Hall opened. Income £7706 (Budgeted £4054)
Expenditure £6107 (Budgeted £2700) which includes Insurance and new Equipment.
Surplus £1499 (Budgeted £1208)

The Project a/c of £6000 has been closed. The Savings a/c (ie. Reserves) contains £40,000, which is the same as when we started fund-raising.

The use of the Main Hall is running at 60 hours per month, and the Yeo Room at 46 hours per month by regular users, not including private functions. The School has not yet started regular usage.

The Cream Tea made £506, plus a donation of £550.

6. Maintenance Committee. The committee meets on the first Monday of each month.

The wall at the entrance to the Car Park has been completed. We need a new Notice Board in Hall colours, stating "Private Car Park for Hall Users Only". Also, "No Ball Playing. It should have a section for "Coming Events". It will be fixed to the fence. Derek Brown will be asked to do the base.

We need a mirror on the corner for safety when leaving the Car Park, also a reflector on the end of the new wall.

A decision about Parking Permits will be made in October.

Pat Macdonald will ask the Horticultural Show if they would put in some ground cover on the flower beds.

Some of the Hotel Staff are climbing over the hedge at the back on their way to the Internet café. We do not want a Right of Way. David Houghton will talk to Julie Baugh at the Hotel about the situation.

An outside tap and 13amp plug, to be isolated from the inside of the Hall, should be installed for use when outside work is being carried out.

An improved notice to maintain access will be fitted to the Prowse's gate. In the Agreement which will be signed with the Prowses, they will not pursue damages. The new garage will be limited to parking cars and storage - no lavatories or living space. The roof will be pitched and, and if in future they want to put in dormer windows, they will have to come back to the committee. They cannot conduct an electrical business, and they are obliged to pay for one-eighth of the upkeep of the Car Park.

The doorbell and phone has been installed.

We need a sign for the Yeo Room in the main Hall.

Chris White and Peter Hurrell have installed the support bars for the lighting.

Kit Marshall and Peter Hurrell will install a safety rail around the attic access.

Peter Hurrell has installed a restrictor on the Disabled loo door to prevent wheelchairs jamming.

The floor is lifting inside the Yeo Room. There is no damp there. Before the floor in the main Hall is treated, the skirting board should be lifted to check for grit. The floor treatment will take 2 days, 1 for the work and 1 to dry.

The Parish Council have written to the District Council about the use of Court Park.

7. Users' Feedback. More information needed on Soft Tennis and School on Thursdays. We need to inspect other halls to see how the Badminton lines have been done.

Joan Mackenzie said that the Induction loop was "marvellous".

Gentle Jazz have been assured that the piano can be plugged into the microphone.

8. School. PE equipment will be purchased for the National Curriculum requirements. David Houghton will be applying for an Awards for All Grant of £1,600, with the Friends of Thurlestone School being the nominees. Unless a grant is awarded, our contribution will be one-third. At present, the School only hires the Hall for 1 hour a week, maybe more next term, when they will have to start paying for the hire.

9. Film Club. Jeanne Barton felt that there were many problems. The only night available, Sunday, was not popular, there are good cinemas in Kingsbridge, Dartington and Plymouth, and Joan Golding is already showing films regularly in the Church Meeting Room. The costs and amount of work would be considerable. A temporary 3-month licence could be possible.

10. Events. World Cup Screenings - just 8 or 9 spectators each time - hardly worth showing.

Wimbledon Finals, with Pimms and Strawberries - slow sale of tickets.
August - no event so far.

Autumn Fair - 23rd September. Each local organisation, including the School, will be asked to have a table.

October 11th - Kingsmen (a possible clash with Wednesday Bridge has been avoided).

Ron Parkin to approach the KATS to see if they would contemplate a one-evening presentation of their pantomime in Thurlestone.

November - Sat. 11th or 18th. Possibly an illustrated talk on The Lost Gardens of Heligan, given by Peter Stafford.

December 9th - Gentle Jazz.

Could the School Pantomime have an extra showing for the parish?

Bantham Bash - there has been no booking.

11. Structure. Tom Cleary had organised the football. We need to encourage other similar activists. It was suggested that we need representatives from each area of Thurlestone (eg. Seaview), who would encourage friends and neighbours to attend various activities.

12. AOB. Ron Parkin has applied for a Licence to sell Alcohol for the 2 Wimbledon Final Days. The projector in the Yeo Room has been knocked by tables. It was agreed that a protective cage around it would be unsightly, unless it continued.

The meeting finished at 6.05pm.

Signed *R. Parkin* (Chairman)

Date 4th July 06

The next meeting will take place on Monday, 4th September at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 4th SEPTEMBER, 2006 AT 4.30PM
IN THE YEO ROOM.**

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), D Houghton (Hall Development), J Le Grice, S Barnes, J Barton, P Crawford, J Crawford, P Hurrell, K Livett, J Murry, P Macdonald, L White.

1. Apologies. None.

2. Minutes signed.

3. Matters arising. The wording regarding a Film Club was amended. Peter and Ron will sign the Agreement with the Prowses as soon as Beers, the Solicitors, have been told where the boundary lies.

Pat Macdonald, with advice from The Horticultural Show, said that no ground cover is needed under the Grisellinia bushes.

Pat Macdonald asked about the gate at the back of the Car park. It was agreed that it is too difficult to stop people using the gate and that we should keep the gate open except for one day a year to avoid establishing a Right of Way.

4. Treasurer's Report. The latest figures are for the 7-month period since the Hall opened.

Income £10,100

Expenditure £7,229 which includes new Equipment.

Profit £2,871.

Bank Balance at end of July, £41,359

Electricity bill, after Patrick's reading, a credit of £66

5. Maintenance Committee. Derek Brown is making a new Notice board for the Car park which will have an extra section at eye-level covered in Perspex to advertise events in the Hall. The vent behind the board will need to be lowered.

Whilst there is still some disagreement as to whether we should be having lines for Badminton painted on the floor, it was agreed that, as the school will be needing lines for their games, it should be done. Peter Hurrell is arranging for a company to do them before the floor is oiled. As line painting will take one day, followed by two days to oil the floor and allow it to dry, half-term at the end of October would be a good time to get this done.

The cause of the floor lifting needs to be checked.

A timer needs to be installed on the flushing system of the Gents' urinals.

Kit and Peter are going to install a rail around the Attic hatch.

Chris has installed the stabilisers for the lighting bars.

It would be good to have a reciprocal agreement with the School in return for allowing parents to use the Car Park before 9am, for the School Car Park to be used as an Overflow when there are big events at the Hall.

We need to install 2 bollards outside the Fire Door to ensure that it is kept clear. This will mean losing one parking space, but it is essential.

The building has not yet been signed off by the Building Inspector. All papers are complete other than the Electrics for the Emergency lights and Fire alarms. All Maintenance manuals are available. Ray Tavender should inspect the emergency lights every 6 months and sign that he has done so. Once the papers are complete, the signing-off paper can be sent to DEFRA. We can also show DEFRA evidence of higher usage of the Hall than planned.

6. Users' Feedback. The Horticultural Show would like to purchase an extra four large tables for the Hall. As a number of Hirers would like to do their own catering, it was decided that we need to order sufficient crockery and cutlery to cater for a 3 course meal for 160 people. Pat Macdonald and Judith will investigate.

The ballet teacher is complaining about the higher charges for the Yeo Room as many of the children she teaches are local. It was decided that she should be charged the local rate, as will the Soft Ball group. As a general principle we want to encourage usage by young people.

The Hall has been booked occasionally during the school holidays by parents on wet days. A regular holiday Youth Club would be an advantage if some parents would take on the responsibility of running it. John Crawford gave thanks on behalf of the ACA for their three August evenings when they had an average attendance of over 50 people. He commented on the excellent quality of the projection, especially wildlife film. The publicity, however, is not so good, and he suggested we need a register of e-mails and a link representative in each ward of the Parish.

The Website and Point-of-information is still in abeyance waiting for the manufacturer.

The Bridge Club are unhappy because they feel they are invariably the ones who are bumped off when one-off events take place. We need to try to avoid this, and to have an audit of these disruptions at the end of the year.

7. School. Some of the new equipment has arrived and, as it is mostly Hall property, it can be used by parents who hire the Hall.

The School has booked two or three sessions a week in the Hall so far.

8. Events. 23rd September, 2.30pm – Autumn Fair. Set up in the morning. Good items – Silent Auction. The Quiz sheet is selling well.

27th November- Kingsbridge Community College will be singing a variety of songs plus extracts from their Christmas show, My Fair Lady.

Wed., 11th October – Kingsmen Concert. £7.50. Donations for wine – 50p per glass. From the takings, it was agreed we should give the Kingsmen £200.

9th December – Gentle Jazz.

New Years Eve – Party (Chris White to liaise with John Lavelle)

Spring – Talk on Handel and Baroque music with musical illustrations, by NADFAS lecturer Karin Fernald.

February – Murder Mystery evening

April, Easter Saturday – Circus Berzerkus – Workshop and performance. Performance tickets, £6 adults, £3 children. Workshop, ticket only. Possible combined ticket.

The Chairman suggested that a Music Club, meeting three or four times a year may be well supported.

Pat Crawford will investigate a Liquor Licence for the Hall.

It would be nice to have a Christmas Tree in the Hall. Hearing Dogs have offered us an artificial tree.

9. Development Committee. Juliette Dickinson from Kingsbridge Leisure Centre has been looking at the Hall, possibly for use as an Outreach Centre

We need to be looking for activities for the Yeo Room.

Joan Booth is keen to start a sewing class.

A possible Art Class in the Yeo Room – each person would need to bring their own protective sheet for the carpet

12.AOB. None

The meeting finished at 6.05pm.

Signed R. Parkin (Chairman)

Date 16.10.06

The next meeting will take place on Monday, 16th October at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 16th, October, 2006 AT 4.30PM**

IN THE YEO ROOM.

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), D Houghton (Hall Development), J Le Grice, S Barnes, J Barton, P Crawford, J Crawford, P Hurrell, J Murry, L White.

1. Apologies. Karen Livett, Pat Macdonald.

2. Minutes signed.

3. Matters arising. Included under the appropriate headings.

4. Treasurer's Report. Income - £3,384. Costs - £782. Profit - £2,602.

At 9 months, our Profit is £5,568, well ahead of our projection. This has included our School expenditure. We have £44,000 in the Bank.

Heating costs will hopefully be less now that the heating has been regulated.

The Kingsmen Concert made £675, less their £200 fee, for the Hall.

We expect to invoice Hall users for their total time, which should include preparation and clearing up.

Time spent supervising children whose parents are late collecting them will be discounted.

There have been some late payments despite several reminders. It was suggested that an informal verbal approach be used to deal with such situations.

5. Maintenance Committee. The Chairman requested a Budget for next year's oil and electricity. Also, for any extra items that we may need and can afford, eg. crockery, line painting, AV items, light dimmers. Mike Barnes has been looking at different grills to direct airflow, to match airflow to requirement, to control cool air without giving a draught and to reduce noise. A Safety grill is needed for the heating. A Budget of between £1,000 and £1,500 will be needed for heating improvements.

A representative from the Fire Brigade will visit within the next few days to advise on the Fire Exit opening into the Car park.

Derek Brown estimates the new Hall notice board will be *in situ* within 10 days.

Reflectors and a new notice will shortly be in place on the Prowse's gateway.

The gravel chippings in the Car park are moving towards the far end.

We are still waiting for the electronic notice board to be delivered.

The cigarette bin has been installed.

It is essential that no DIY jobs are done in the Hall. These should be done by the Maintenance Committee.

It is illegal for automatic closing on the Disabled loo door, so this has been removed.

Badminton lines lit by UV lights do not appear to work. Peter Hurrell is investigating a line painter who may be able to suggest a more subdued colour rather than white. Lines are needed for both singles and doubles. The floor is overdue for oiling, which should be done every six months.

The Chairman thanked Peter Hurrell for looking after the Hall.

6. Users' Feedback. As the use of the Hall has evolved, the Catering facilities need to be re-assessed.

Local User groups often wish to be able to cater for their members, and the Hall is being let regularly for parties and other functions when a large number of guests are being given a 3-course meal. As this level of catering was not originally envisaged, some aspects of the kitchen need revising. A local caterer, together with Pat Crawford, Pat Macdonald, Lisa White and Judith Le Grice will make an assessment of what numbers we can reasonably cater for, what we need to alter, and what we need to buy.

The difference in cost of keeping the Fridge-freezer on permanently and turning it off when not in use is negligible.

Parties with loud music taking place on a Saturday night and finishing by 11.30pm are not unreasonable, although the Fire doors should be kept shut to prevent annoyance to neighbours. Intrusion into neighbours gardens is unacceptable. Pat Crawford will be writing to the organiser of the party.

There should be a notice to the effect that the floor should only be cleaned with the minimum of water.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY, 20th November, 2006 AT 4.30PM**

IN THE YEO ROOM.

Present: R. Parkin (Chairman), C White (Deputy Chairman), D Houghton (Hall Development), J Le Grice, P Crawford, J Crawford, P Hurrell, K. Livett, P. Macdonald, K. Norris, L White.

1. Apologies. Patrick Stanley, Jeanne Barton, S. Barnes, June Murry.

2. Minutes signed. "Profit" should be "Surplus".

Keep Fit lost two days, but no evenings, to other events.

Pat Crawford sent a copy of the letter from South Hams D. C. to the organiser of the party causing offence, she did not write to them.

We have always had a Safety grill for the heating. Access to the fire shutter is needed.

3. Matters arising. The Chairman replied to the letter from S. Hams D. C. about the rowdy party, apologising and saying that the supervision at the party was inadequate. Smokers outside the hall had opened the fire doors in order to hear the music.

June Murry's Christmas Tree has been declined by the Maintenance Committee as it would necessitate drilling a hole in the wall to support it. David Houghton has offered us a free-standing tree which could be placed at the far end of the Hall. Lights will be alright as there are plenty of sockets.

4. Treasurer's Report. The Autumn Fair made £821 - by an oversight, this was not minuted in the previous month.

TEAMAKERS - all money goes straight into the Parish Hall Account. So far this year, they have raised over £1,000, which will go towards future replacements of computers.

The Treasurer has had a discussion with the Ballet teacher about her hours, as she pays for one and a half hours, but uses the room for two hours. The Chairman is inclined to let this run until the New Year when it will be re-assessed, as he wants to encourage a wide range of activities for young children.

5. Maintenance Committee. The outside Notice Boards are now *in situ*.

Kit Marshall has a new notice and reflectors for the Prowse's gate.

He also has a padded device to keep the front door open.

He has provided wedges to prevent the Kitchen shutter from rattling, and put new stoppers on the Store Room doors.

Phil Mingo will shortly be attending to any outstanding building matters.

Peter Hurrell and Chris White have looked at the Badminton lines at Ivybridge School, but were not too happy with them. Pat Macdonald thought that those she saw at Stoke Fleming were very good. Peter and Chris may go and look at them, and will make a decision shortly.

The kitchen surfaces are lifting at the edges. We will wait until decisions are made about the kitchen before doing anything about them.

Bollards by the Fire Doors will be done shortly.

The ventilation was not done to the original specification, and has been noisy and draughty. All grills in the hall have now been changed - there are no draughts now and a new pulley to be installed this week will make it less noisy. David Houghton is trying to get compensation from Rogers and Patey. The control system needs an accessible on/off switch, possibly situated opposite the kitchen door. It will turn off automatically.

Dimmer switches for the wall lights are on order.

Side Gate. This must be shut one day a year to avoid establishing an unchallenged Right of Way. Peter Hurrell will decide when he will close it, possibly 18th December. David Houghton will inform the Hotel Manager when this will happen.

6. Users' Feedback. A recent birthday party in the Hall had no water due to a burst pipe. There will be no charge. The Water Board will shortly be re-aligning pipes.

After a successful half-term opening of Bowls to children, the Youth group have now been invited to play regularly on Tuesday evenings, from 7.30 to 8.30.

By the end of the year, Badminton will have given up 2 evenings, Bowls 4 evenings, Wednesday Bridge 2 evenings and Friday Bridge 4 evenings in order to accommodate one-off events. On 25th October, the Aune Conservation Association will be using the Yeo Room and will liaise with Wednesday Bridge about timings.

The Youth Group were not asked to participate in the Autumn Fair. It is not known whether they would have liked to do so.

7.School. Equipment is still arriving at the Hall.

The new headmaster is being briefed on the Hall and the AV system. They are holding a Fashion Show with music.

It was suggested that a member of the Friends of Thurlestone School, Kathy Norris, be asked to become a representative for the School on this committee.

8.Music. 15 people attended the meeting on 13th October to discuss a proposed Music Society, meeting probably monthly. As a number of musical events have already been arranged, it was suggested we alternate these, starting with an informal "Desert Island Discs" programme on Sunday 14th January, at 7.30pm in the Yeo Room, presented by John Lavelle and Michael Barton. Other meetings may include speakers on musical subjects.

9. Future Events. November 27th - Students from Kingsbridge Community College will present a selection of items from "My Fair Lady", and other music.

11th November - St. Luke's Hospice, Coffee Morning

2nd December - NSPCC Quiz and Pasty Night - Bring own wine.

7th December - Wine tasting "Red and White Wines". As we are charging for entrance, we need to apply for a licence. Donations for wine are not an alternative to getting a licence.

9th December - Gentle Jazz - Bring own wine.

31st December - New Year's Eve Party - Bring own wine. We need to apply for a time extension.

20th January, 7.30 - "The Lost Gardens Of Heligan", Peter Stafford. (Pat Macdonald)

February - Murder, Mystery Evening.

March - WI Panto

21st April - Circus Berzercus

Spring - Karin Fernald, KEDFAS Lecturer - Baroque Music.

Saturday, 19th May ? - Wine and Cheese party, or Barbeque, at The Downs, Kitty and David Cooke. Cream Tea?

There was a request for Gordon Waterhouse to speak.

10.Development Committee. National Health Flu jabs in the Hall may be considered for 2007. Tone Leisure needs time to settle in before considering Outreach activities.

12.AOB. Joan Booth's sewing class has started.

June Murry offered us a decorated, artificial Christmas tree, to be in place for Gentle Jazz.

Next year's Budget will be presented in January.

The meeting finished at 6.25pm.

Signed B.P. Parkin (Chairman)

Date 20.11.06

The next meeting will take place on Monday, 20th November at 4.30pm in the Yeo Room.

The examination of kitchen equipment is on-going. The dishwasher is being investigated to see if it is working properly. Chris and Lisa White will look for a large larder-fridge, going to Pritchard's to try to make a deal.

Catering, Crockery, Cutlery. David Houghton stated that all weddings and large parties should hire crockery, etc. Local groups, even when sufficient has been bought, will have to hire the equipment in the same way as they hire the AV system, etc. New crockery will not be available in time for the WI's Murder Mystery evening on 17th February.

7. School. The fashion show, accompanied by Philip Medway on Rock guitar, was extremely good. Kathy Norris said that she does not represent the Friends of Thurlestone School, but is actually representing Pearson's Pre-school. It was suggested that Pearson's might like to advertise their events in Village Voice.

The Youth group has become much more successful. Whilst it is felt that the Committee is large enough already, there should be one member who would communicate with the Youth group leaders.

8. Future Events. November 27th - Students from Kingsbridge Community College will present a selection of items from "My Fair Lady", and other music. 50 tickets have already been sold in the parish. Pat Macdonald and Lisa White will provide tea, coffee and soft drinks.

2nd December - NSPCC Quiz and Pasty Night - Bring own wine.

7th December - Wine tasting "Red and White Wines" - cancelled.

9th December - Gentle Jazz - Bring own wine.

31st December, 9pm. - New Year's Eve Party - Bring own wine. We need to apply for a time extension. Pat Crawford will talk to S. Hams D. C.

20th January, 7.30 - "The Lost Gardens Of Heligan", Peter Stafford. (Pat Macdonald) Tea, coffee.

17th February - Murder, Mystery Evening. (WI.)

24th March - WI Chinese Evening.

21st April - Circus Berzercus. 600 fliers ordered to be inserted in Feb. edition of Village Voice. Workshop - max. 40. £6 Adults, £3 Children.

Spring - Karin Fernald, KEDFAS Lecturer - Baroque Music.

Saturday, 19th May, pm. - Wine and Cheese party, at The Downs, Kitty and David Cooke. The Bridge Club will be raising money for the Parish hall. A licence is necessary.

10.Development Committee. When the Budget has been done for next year, we must look at events. We appear to be short of events that will bring in around £900 to £1,000 each.

Ideas : Take Note, a Jazz Evening, another Autumn Fair. Robin Brett's "History of Christmas Music" - postpone until Christmas 2007. Make sure the Local Elections are held here.

12.AOB. The road outside the hall will be closed on December 18th.

Pat Macdonald suggested that we should plan now for the next AGM, and that it would be a good idea for regular Hall users to make presentations about what they do. We should demonstrate accountability to the Council Tax

Payers. John Bevan will be asked to make a power point presentation. The date agreed will be 26th March.

John Crawford asked if all the School equipment has now arrived as the Store Room is very full. He mentioned that, when writing on the new outside white board, we shall be trampling on bulbs, and eventually the bushes will have to be trimmed. It was suggested that a stone to stand on should be put in position.

Notice needed on tables cupboard that it should only contain four large and one small table.

The meeting finished at 6.30pm.

Signed Ken Parkin (Chairman)

Date 8.1.07

The next meeting will take place on Monday, 8th January, 2007 at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY, 8th January, 2007 AT 4.30PM
IN THE YEO ROOM.**

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), D Houghton (Hall Development), J Le Grice, S. Barnes, J. Barton, P Crawford, P Hurrell, K. Livett, P. Macdonald, J. Murry, L White.

1. Apologies. J. Crawford, K. Norris.

2. Minutes signed. Kit Marshall has not yet installed the padded device to stop the door closing. Phil Mingo, the electrician, has not yet completed the work.

3. Matters arising. Chris White has ordered a replacement larder fridge and small freezer from Pritchard's who were able to match Internet prices.

Circus Berzercus thought that sending out 600 non-targeted fliers not a good idea. They will send us 100 to be distributed within the School.

4. Treasurer's Report. The Treasurer circulated copies of the year's income, costs and Draft Budget. There is no income for Car parking as we are not charging.

The figures for November included Gift Aid for the previous year.

Income from the Cream Tea has not been included.

Income from Gentle Jazz £355 has been included in November

The New Year's Eve Party was not for profit.

Teamakers – one extra payment to be included.

The amount of £303 in May was what the builders owed us.

December's costs include £2000 Electrical expenses, and two-thirds of the cost of the School equipment. Some costs have been left over from the original project.

Some items supplied but not yet invoiced will be included in this year's costs. We are well above the anticipated surplus for the year.

School equipment may be used by any Hirer of the Hall as it has largely been paid for by us.

5. Preliminary Budget for next year.

It was considered that the estimate for Fund-Raising was an over-estimate. We must not charge excessively for tickets as it is becoming difficult to sell them. It was suggested that a total of £4000 for the year may be more realistic. Ron Parkin, Chris White, Patrick Stanley and David Houghton will re-consider this amount, and think about money-raising events and ticket-pricing.

6. AGM. 26th March, 7.30pm.

To be announced in Village Voice in order to try to attract more people.

Alan Chapman will audit the accounts.

There will be reports from the Chairman, the Treasurer and the Project Manager.

John Bevan has agreed to do a Power-point presentation, which could include an analysis of who uses the Hall, and how often, and any AV displays by User groups.

It may be necessary to explain to Parishioners that the healthy surplus that we have at present will be needed for major items in the next few years.

It was suggested that we could make a donation to the School or to Pearsons for equipment, or towards a local group (eg. the Music Circle) to encourage use of the Hall. The Chairman will talk to Kathy Norris. The School's use of the Hall is very successful.

Should we be making donations to other groups when we are finding it difficult to sell tickets for events?

7. Maintenance Committee. The WI seat outside has rotted and needs replacing. Peter Hurrell will investigate prices and inform the WI.

The two posts for outside the Fire Door have arrived and will be installed shortly.

Kit Marshall has installed a brass hook and eye to hold the front door open.

Ray Tavender will touch up the paint under the dado rail, but when the dimmer switches are installed, re-decoration will need doing professionally.

The kitchen needs a decent worktop, and Phil Mingo will be asked to put in another plug. A Kitchen sub-committee should be formed.

The Badminton Lines man will arrange a suitable date with Pat Crawford, possibly half-term, as a minimum of two days will be needed for the floor to be oiled afterwards. Phil Mingo will be installing a 2-gang outside switch, which will be isolated in the Yeo Room. Also an outside tap will be installed, isolated inside.

The heating duct needs fine tuning. Whilst there are no draughts now, the Hall can take one and a half hours to heat up. The cost to put the Air Handling right and new grilles was £1670. Rogers and Patey agreed to contribute £1050 as their contractors were responsible. The timer switch for the Heating and Air-conditioning will be fitted.

The dimmer switches will be fitted. They were not originally installed as only 2-core cable had been used, not 4-core.

A letter was written to the Hotel about closing the gate for one day on 29th December, 2006.

7. Users' Feedback. Jennifer Johnson may not want to continue her classes in the Hall after a disagreement with the Ballet teacher.

The WI asked for two screens for their Chinese production on 24th March. Kit Marshall will be asked to buy them.

8. Future Events.

20th January, 7.30 – "The Lost Gardens Of Heligan", Peter Stafford. (Pat Macdonald) Tea, coffee.

17th February – Murder, Mystery Evening. (WI.)

24th March – WI Chinese Evening.

21st April – Circus Berzercus. Workshop – max. 40. £6 Adults, £3 Children.

Saturday, 19th May, pm – Wine and Cheese party, at The Downs, David and Kitty Cooke. The Bridge Club will be raising money for the Parish Hall. A licence is necessary.

Sunday, 3rd June – Karin Fernald, KEDFAS Lecturer – Baroque Music. The Chairman suggested that Karin's lecture should take until the interval, and then there could be a recital by singers Cindy and Robert Gloyne, and Alistair Durden on the Clavinova. We could not pay the £300 NADFAS fee, Ron will negotiate with Karin. We will need to advertise outside the Parish, probably to KEDFAS members.

July – no event organised yet.

August – possibly a Jazz Event. Ask Bill Clarke or Reg Chapman for advice about booking something.

Saturday, 22nd September – Autumn Fair (We would like to make this an annual event.)

Saturday, 6th October – The Alvington Singers.

November – Suggested we ask Graham Jordan and Margaret Duffy, two entertainers.

Sunday, 2nd December – The History of Christmas Music, by Robin Brett.

It would be good to encourage the Golf Club to hold a training session at the Hall.

Peter Hurrell asked if we were in need of donations from this year's Bantham Bash. As we have a large surplus, we cannot monopolise donations.

The Chairman and Peter Hurrell will decide how much we charge for Local council Elections.

12.AOB. We need to have a notice "Hall Users Only, Hall Event Today" for the Car Park.

It was suggested, that to avoid non-payment, we ask private parties to pay 50 per cent of their bill in advance.

The meeting finished at 6.30pm.

Signed *T. B. Parkin* (Chairman)

Date..... 26.2.07.....

The next meeting will take place on Monday, 26th February, 2007 at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 26th February, 2007 AT 4.30PM
IN THE YEO ROOM.**

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer),
D Houghton (Hall Development), J Le Grice, J. Barton, P Hurrell,
K. Livett, P. Macdonald, K. Norris, L White.

1. Apologies. S. Barnes, P and J Crawford, J Murry.

2. Minutes signed.

3. Matters arising. The Electrician has not yet installed the outside switch, or the timer for the heating and air-conditioning.

In answer to the Chairman's question about what we might do to help Pearson's, Kathy said that she would provide us with a list of materials needed by the two-and-a-half to three-year olds. The WI will use their profits from the Murder, Mystery evening to replace the bench outside the Hall. Ron will approach Derek Brown and Julian Tregelles to see if either of them would be prepared to make one, the materials costing probably about £150.

4. Treasurer's Report. Alan Chapman has all the books to do the annual audit of the accounts. The final surplus was £5,099.

The proposed Budget for next year has been revised. The amount expected from fund-raising and donations has come down, and the amount for expenditure on new equipment has been increased. Hire income is doing well. We should not consider raising charges at the moment as these have only been in place for less than a year, and are in line with other halls. We should re-consider next year. In reply to questions about the revised Budget, the Treasurer said that we have allowed enough for oil, and that Insurance costs, whilst high, were essential. Events costs had to be shown in the Budget.

5. AGM. 26th March, 2007, 7.30pm. John Beven will be doing a power-point presentation of photos of Hall activities, and an analysis of who has used the Hall, and for how long.

Anticipating a question about the final signing-off of Building Regulations, David Houghton said that he will make sure this is done.

The Hall photo albums will be on display, and tea and coffee will be provided.

Teamakers will make posters to be displayed around the Parish, and Peter Hurrell will put some up in Buckland and Bantham.

Development. We are well ahead of budget on income and the usage of the Hall is pleasing. However, we must emphasize that the money raised for the new Hall was spent on the Hall, and the money left equates to the money held before fund-raising proper started. We must keep fund-raising for the Hall's maintenance.

Possible new activities being investigated are Ballroom Dancing classes, Tone Leisure, Flu injections. We should have a complete inventory of everything that has been bought for the Hall.

The Horticultural Show has donated two tables and must be sent a letter of thanks.

6. Users' feedback. The Headmaster of the School, Philip Medway, is very happy with all aspects of the Schools use of the Hall. He thanks us and says that he would like to use the Hall even more, especially for performances by the children.

Kitchen. It was decided that the dishwasher has to be replaced with a larger one, and the hole it is in made wider. Chris and Lisa White will look at what is available and make a decision to buy. We will probably need to pay up to £2000, some of which we may be able to offset by selling the present one. We have had a quote for a larger sink to accommodate pots and pans, and to change the worktops.

Crockery. It was decided that, as there are many Parish events, we should buy crockery to serve up to 60 people. We need to increase the number of 10inch dinner plates, and buy 60 each of bowls and 8inch plates. Also, extra cutlery and salt and pepper should be bought. Quote, around £530.

Cupboards in the Yeo Room could be used to store the extra crockery, and the albums, etc., that are in those cupboards could be put in the loft. Derek Brown has offered to build a bank of cupboards in the loft for us.

Charging. No decision was made about charging for kitchen use. Should we charge a flat rate of £15 or £20 for using the kitchen for a full catering event, to cover water, power, wear and tear, etc.? Or should we

not charge for the kitchen use, but think of putting up the charges overall? All breakages should be charged.

It has been noticed that the Hall is well insulated, as the heat lasts.

A curtain or blind is needed on the door to the main Hall to screen activities. The Maintenance Committee will investigate.

The screens for the WI event, and for any exhibition purposes, have arrived.

Maintenance Committee. There have been complaints that the cisterns in the Ladies toilets are not refilling quickly enough at large events. Should we put a header tank in the roof? Peter Hurrell will investigate. The diameter of the water pipe before the stopcock is said to be only ½ inches but ¾ inches after it.

The Parish Council have been notified that the School is putting in an application to take away the Portacabins and enlarge their buildings. Whilst this may not mean they will be taking more children, should they do so will have an effect on our already overcrowded Car park at the end of the school day. The heavy usage of the car park means that more chippings are needed already.

The posts by the Fire Doors have been installed.

The rope holding the main door ajar and preventing damage to the bolt has disappeared. The Sewing class have been asked if they will make something. The internal door stops work well.

The electricians devised a clever way of modifying the wiring to the wall lights to enable them to be dimmed, although the switches have not yet been fitted.

The Information point has not yet arrived.

The Air Handling has had lots of adjustment and is almost there.

The Badminton lines have been put in place and the floor oiled.

The Maintenance Committee was thanked for all their hard work.

Peter Hurrell and Mike Barnes will be instigating a monthly check list.

8. Future Events.

"The Lost Gardens Of Heligan" was a great success, Pat Macdonald was warmly thanked. It raised £310.

17th February – Murder, Mystery Evening (WI) raised £270 to go towards the new bench.

24th March – WI Chinese Evening.

22nd April – Desert Island Discs.

21st April – Circus Berzercus. Workshop – max. 40. £6 Adults, £3 Children.

Saturday, 19th May – Kitty and David Cook are unable to make this date and will re-arrange it.

Sunday, 3rd June – Karin Fernald, KEDFAS Lecturer – Baroque Music. The Chairman suggested that

Karin's lecture should take until the interval, and then there could be a recital by singers Cindy and Robert Gloyne, and Alistair Durden on the Clavinova.

August –

Saturday, 22nd September – Autumn Fair.

Saturday, 6th October – The Alvington Singers.

November – Suggested we ask Graham Jordan and Margaret Duffy, two entertainers.

Sunday, 2nd December – The History of Christmas Music, by Robin Brett.

Bantham Bash – nothing more has been heard.

Other suggestions – Jeanne Barton will investigate Ballroom Dancing. "Piaffinity" – Villages in Action.

Sian Beavans, KCC, has an elite choir, also a Big Band. Ron will also talk to the head of Drama.

9. AOB. John Bevan is a real asset – he has thrown himself into all technical activities.

The Local policeman has suggested he hold an informal monthly clinic in the Yeo Room, on the same day as the Parish council meeting, and to visit Bantham and Buckland at the same time.

The meeting finished at 6.20pm.

Signed R. Parkin (Chairman)

Date 16.4.07

The next meeting will take place on Monday 16th April, 2007 at 4.30pm in the Yeo Room.

**Thurlestone Parish Hall
(Registered Charity No 282906)**

Trustees Report and Accounts for the Year ended 31 December 2006

Enclosed:

Pages 1/2
Page 3
Page 4
Pages 5/9
Page 10

Trustees Report
Statement of Financial Activities for the year to 31 December 2006
Balance Sheet as at 31 December 2006
Notes to those Accounts
Independent Examiner's Report

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
MONDAY, 27TH MARCH, 2006 IN THE PARISH HALL.**

Present R Parkin (Chairman), B Clarke (Treasurer), J Le Grice (Secretary),
D Houghton, C White, P Hurrell, J Barton, K Livett, J Murry, R Mackay,
J Mackenzie, L White.
+10 members of the public.

1 **Apologies.**
P Macdonald, G Bezant, G Marshall (Past Secretary),
K Marshall (Chairman, Parish Council)

2 **Minutes of 2005 Agm.**
The minutes of the previous AGM held on 14th March 2005, having been
circulated, were approved and signed by the Chairman. Proposed by P Hurrell and
seconded by J Barton.

3 **Matters arising.**
There were no matters arising.

4 **Chairman's Report.**
R Parkin said that the Parish hall was in good health, proving to be a focal point for
activity in the parish, and attracting new interests. It has been a momentous year in
which the old hall was pulled down and the new one built within nine months, the
new Hall matching expectations of the 21st century.
The Chairman thanked all who were involved in fundraising, applying for grants,
and for giving their time and expertise, in particular, Malcolm Northmore, the
Architect, Paul Carpenter, the Surveyor, and the builders, Rogers and Patey.
Three sub-committees have been formed;
The Finance Committee, headed by Bill Clarke, assisted by June Murry who is
computerising the accounts;
The Maintenance Committee, headed by Peter Hurrell;
The Hall Development Committee, its uses and acquisitions, headed by David
Houghton.
Pat Macdonald is in charge of Publicity of Events, Pat Crawford is Bookings
Secretary, and Ray Tavender, the Caretaker, all of whom have seen a big increase in
the amount of work involved.
The Chairman thanked Rosemary Mackay and Joan Mackenzie, who are retiring
from the committee, and welcomed new members, Lisa White and Geraldine
Bezant. He also thanked Bill Clarke who is retiring, for his work as Treasurer.
There were no questions.

5 **Annual Accounts.**
The audited accounts were circulated to those present and approved. They were
proposed by David Houghton and seconded by Peter Hurrell. Thanks were given to

Alan Chapman who audited the accounts, and who has been appointed again as
Independent Examiner for the accounts.
The Treasurer stated that our total spend on the new Hall has been around £450,000.

6 **Election of Officers.**
Peter Hurrell took over the proceedings and thanked the Chairman.
He proposed that Ron Parkin be re-elected Chairman, and seconded by David Houghton.
Ron Parkin was elected unanimously.
Chris White was proposed as Deputy Chairman by Roland Cole and seconded by Robin
Macdonald.
David Houghton became Chairman of Hall Development as a co-opted member.
Ron Parkin proposed Patrick Stanley as Treasurer, seconded by Rosemary Mackay.
Ron Parkin proposed Judith Le Grice as Secretary, seconded by Jeanne Barton.

Questions.
How do DEFRA and other bodies who gave grants monitor what has been achieved?
David Houghton replied that we would send them an Annual Report after 12 months
operation. A DEFRA delegation will also be visiting the Hall on 12th April.
How can we quantify numbers using the Hall, both resident and non-resident?
Our bookings for the Yeo Room are well ahead of expectation, and just ahead for the main
Hall. Our sources for actual numbers are what each user tells us. We should be monitoring
this.
Should someone from the School be a nominated member of the Committee?
This will be on our next Agenda, as the school will be using the Hall on a regular basis from
next Autumn.

7 **AOB.**
There was none.

Joan Mackenzie gave a vote of thanks to Ron Parkin for his Chairmanship over the past 12
months.
The meeting finished at 8.05 pm.

On display were a number of albums of photographs taken by Joan Mackenzie of the
building work in progress, and of the various User Groups.

Signed..... *R. Parkin* (Chairman)
Date..... *26.03.07*

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
MONDAY, 26TH MARCH, 2007 IN THE PARISH HALL.**

Present R Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer),
J Le Grice (Secretary) D Houghton, P Hurrell, J Barton, K Livett,
J Murry (Asst. Treasurer), P Macdonald, S Barnes, L White, K Norris
+37 members of the public.

1 **Apologies.**
J Mackenzie, R Cole, P Deare.

2 **Minutes of 2006 AGM.**
The minutes of the previous AGM held on 27th March 2006 having been
circulated, were approved and signed by the Chairman. Proposed by R Macdonald
and seconded by Lisa White.

3 **Matters arising.**
There were no matters arising.

4 **Chairman's Report.**
The Chairman stated that the Hall is a focal point for interesting pursuits and for
enjoyment and, with sufficient attractive events, the income should look after itself.
During just last week, 400 people came through the doors in order to enjoy
themselves, and for this year, there will be around 12,000 people. There is, however,
the need to always be concerned with maximising income in order to pay the bills.
The Yeo Room brings in half of the income of the main Hall.
There have been many private functions of all kinds, bringing in around £2,500.
The School is now using the Hall on a regular basis.
Individual fund-raising events included : Peter Hurrell's photos (POTS), Cream Tea,
Barn Dance, Opera South-West, the Hofman String Quartet, Autumn Fair,
Kingsmen Concert, Kingsbridge Community College Concert, Gentle Jazz, New
Year's Eve Party.
Charities using the Hall were NSPCC, Prawle National Coastwatch Institute,
Children's Hospice, Hearing Dogs for the Deaf, Just Children.
The Chairman welcomed onto the Committee Shirley Barnes representing the WI,
and Kathy Norris representing Pearsons Pre-School and the School.
He thanked Peter Hurrell and the Maintenance Committee for all that they do, and,
in particular, the work in adjusting the Heating and Air-handling.
He thanked Pat Crawford for the work involved in taking Bookings.
He thanked Ray Tavender who takes such a pride in keeping the Hall clean and tidy,
and doing repairs.

5 **Annual Accounts.**
The audited accounts were circulated to those present and approved. They were
proposed by Martyn Grose and seconded by Kit Marshall. Thanks were given to
Alan Chapman who audited the accounts, and who has been appointed again as

Independent Examiner for the accounts. The Treasurer also thanked Mr. Chapman
for help with the accounting system, and he thanked June Murry for her assistance in
invoicing and collecting money.
This year we have had an income of £22,000, leaving a surplus of £6,000. Gift Aid brought
in £2,000.

Whist we are in a healthy financial state at the moment, we need to preserve a surplus in
order to be able to replace expensive equipment when necessary. We have allowed for
£4,000 surplus in next year's Budget.

6 **Election of Officers.**
Peter Hurrell took over the proceedings and thanked the Chairman.
He proposed that Ron Parkin be re-elected Chairman, and he was seconded Pat Macdonald.
Ron Parkin was elected unanimously.
Gillian Marshall proposed and Jo Parkin seconded that the other officers be re-elected *en
bloc*, Chris White as Deputy Chairman, Patrick Stanley as Treasurer and Judith Le Grice as
Secretary.

Questions.
Martyn Grose asked if the £5,000 on 1% interest should be in a higher interest account.
The Treasurer replied that that £5,000 is earmarked for expenditure in the near future.
Martyn Grose asked what sort of valuation dowe put on the equipment that will need
replacing.
The Deputy Chairman replied that the computer equipment should last about 5 years and
will cost around £8,000 to replace. A projector lamp will cost £300. The rest of the Audio-
Visual equipment should last longer than that.

7 **AOB.**
There was none.

Finally, the Chairman asked John Beven to show his video-montage of Hall activities.

The meeting finished at 8.00 pm.

On display were a number of albums of photographs of the various User Groups.

Signed.....(Chairman)

Date.....

MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 16th April, 2007 AT 4.30PM
IN THE YEO ROOM.

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), D Houghton (Hall Development), S Barnes, J Le Grice, J. Barton, P Hurrell, K. Livett, J Murry, L White.

1. Apologies. P Crawford, P Macdonald, K Norris.

The Chairman stated that he was very grateful to the contributions that John Crawford had made to the Committee, and that his presence will be greatly missed.

2. Minutes signed.

3. Matters arising. Karen Livett said that it had been noticed that the WI bench had been repaired, and suggested that the money for its replacement be put instead towards new kitchen equipment. This was approved.

The Police clinic, which now takes place before each Parish Council meeting, has been booked for three months, and will be rent-free.

We now have a minimum of sixty settings of china and cutlery.

4. Treasurer's Report. Figures for the 1st quarter show an income of £4,500, expected income was £4,400. Expenses were £5,225, against expected £4,660. We have saved £600 on Insurance and are now better insured with a local firm. We have a deficit of £711.

Alan Chapman, the Auditor, has suggested that we need to tighten our Booking Charge system to make sure that everything booked and used is paid for. There should be a Database for invoicing.

People hiring the Hall for special occasions may hire the China, etc. for £25. Regular users may use cups and saucers free. All breakages should be charged. We will review charging Local Groups for use of all the china after we have a new dishwasher, which hopefully will be in the next month or so.

5. AGM. This was a good evening and John Beven's power-point presentation of Hall activities was well received. In future, it would be useful to have the Treasurer's figures on the screen.

6. Maintenance Committee. Two of the light posts at the edge of the carpark have been driven into and broken.

David Houghton has had the Building Regulations finally signed off.

We will buy some lettering for the notice board in the car park.

A padded strap to hold the front door ajar has been made.

It was suggested that a water storage tank in the roof would alleviate the problem of frequent flushing. It would be expensive to dig through the hedge into the road to replace the small bore piping.

We were reminded that there are vents above the windows on the South side which can be opened to provide fresh air.

A time switch for the heating will be installed.

There is still more work to be done on adjusting the Air conditioning.

The Maintenance Committee will investigate buying blinds for the doors between the Hall and foyer.

It was suggested that the thermostat be moved to the only radiator in the Hall in order to clear the space on the wall in the foyer to hang the WI wallhanging. There will be a light to illuminate the hanging, which must not fade the colours. The Chairman has written to thank the WI, and suggested that Kingsbridge Gazette should be asked to publish an account and a photo of it with Joan Booth.

7. Users' feedback. The screens for dramatic presentations were successfully used in the WI Chinese evening.

Other subjects have already been covered.

8. Future Events.

22nd April – Desert Island Discs – postponed.

21st April – Circus Berzercus. Workshop – max. 40. £6 Adults, £3 Children. Already 85 tickets have been sold for the evening performance, and 20 for the daytime workshop. As advertised, there will be a bar, Chris White has applied for a Licence.

Sunday, 3rd June – Karin Fernald, KEDFAS Lecturer – Baroque Music. The Chairman suggested that Karin's lecture should take until the interval, and then there could be a recital by singers Cindy and Robert Gloyne, and Alistair Durden on the Clavinova. POSTPONED, due to Robert's illness.

Friday, 29th June – Alexander Winter – Piano Recital. Wine will be sold during the Interval. Posters should be put on display in Bigbury, Korniloff Residential Home, Bantham shop, Kingsbridge Tourist Centre, and information in the Gazette Diary and on S. Hams Radio.

Sunday, 29th July, lunchtime – Cheese and wine at David and Kitty Cook's. We should have some tables for Tombola and a Raffle.

August – 6th, 13th and 20th, Aune Conservation Association Lectures.

Saturday, 22nd September – Autumn Fair.

Saturday, 6th October – The Alvington Singers.

November – Suggested we ask Graham Jordan and Margaret Duffy, two entertainers.

Sunday, 2nd December – The History of Christmas Music, by Robin Brett.

9.AOB. David Houghton suggested that a clipboard should be circulated during the interval at events for people to enter their e-mail addresses for sending future publicity. We should be advertising our events more widely.

June Murry's grandson, Daniel, could build a web-site for the Hall. As it would also need to be kept up-to-date, would the School be prepared to do this? Chris White will look at the initial cost of the programme for a website and find out more information.

The Touchboard for outside the main door is waiting for its metal surround before it can be delivered and installed. It will contain general information and archive photography.

The meeting finished at 6.10pm.

Signed *R. Parkin* (Chairman)

Date

The next meeting will take place on Monday 4th June, 2007 at 4.30pm in the Yeo Room, and the following meeting on Monday 23rd July.

THURLESTONE PARISH HALL

COMMITTEE AND REPRESENTATIVES
as at July, 2007.

Chairman	Mr. R. Parkin, Ardentigh, Court Lane, Thurlestone TQ7 3ND Tel. 561215 tsr.parkin@virgin.net
Deputy Chairman	Mr. Chris White, 5, Mead Lane, Thurlestone, TQ7 3PB Tel. 560505 chrisandlisa@themead.co.uk
Treasurer	Mr. Patrick Stanley, Hilltop, Thurlestone TQ7 3LZ Tel. 560540 stanleybelstone@lineone.net
Assistant Treasurer	Mrs. June Beven, 1, Lambs Close, Thurlestone, TQ7 3PF Tel. 562074 bevenjunel@aol.com
Secretary	Mrs. Judith Le Grice, Rockhill, Thurlestone, TQ7 3NJ Tel. 562135 judith.legrice@virgin.net
Bowls	
Keep Fit	Mrs. Karen Livett, 8 Crosslands, Thurlestone, TQ7 3TF Tel. 560131 karen@themeaddevon.fsnet.co.uk
Wednesday Bridge	Mrs. Jeanne Barton, 4 Old Rectory Gdns., Thurlestone, TQ7 3PD Tel. 560864 michaelandjeanne@bedruthan.org.uk
Friday Bridge	Mrs. Lisa White, 5, Mead Lane, Thurlestone, TQ7 3PB Tel. 560505 chrisandlisa@themead.co.uk
Thurlestone & W. Buckland WI.	Mrs. Shirley Barnes, 1, Crosslands, Thurlestone, TQ7 3FT Tel. 562112 mbarnes@toucansurf.com
Thurlestone Parish Council	Mr. Peter Hurrell, Woodlands, West Buckland TQ7 Tel. 560496 peter.hurrell@virgin.net
Thurlestone & South Milton Horticultural Show And Village Voice	Mrs. Pat Macdonald, 25, Mead Lane, Thurlestone TQ7 3PB Tel. 560436 rbnMacd@aol.com
Parish Hall Booking Secretary	Mrs. Pat Crawford, Baidland, Downs Road, Thurlestone, TQ7 Tel. 560688 jcbaidland@btinternet.com
Pearsons Pre-school	Mrs. Kathy Norris, Springhill, W. Buckland Tel. 560767 kathy@springhill.eclipse.co.uk
Caretaker	Mr. Ray Tavender, Tel. 561616

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 4th June, 2007 AT 4.30PM
IN THE YEO ROOM.**

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), D Houghton (Hall Development), S Barnes, J Le Grice, J. Barton, P Hurrell, K. Livett, P Macdonald, L White.

1. Apologies. P Crawford, J Murry, K Norris.

2. Minutes signed.

3. Matters arising. Ray Tavender has mended the broken light posts on the edge of the car park. The perpetrator was caught on CCTV, and has paid us £40. The Maintenance Committee is in the process of organising moving the heating thermostat in order to hang the WI wallhanging.

There has been a letter of protest from the Friday Bridge Club as the Alexander Winter Piano Recital on Friday, 29th June, had been advertised before the club had been asked to relinquish that evening. Lisa stated that, whilst they were happy to do so, their protest was a matter of principal so that in future they would be asked before arrangements had been made. The Chairman stated that, although we appreciate the contribution that regular users, and in particular the Bridge clubs, make, from time-to-time fund-raising events will conflict with regular bookings. We also have a duty under our Trust Deed to provide a variety of "entertainments". He will write a letter of apology to the Bridge club.

4. Treasurer's Report. Income for the first 4 months £6145 plus £488 interest totals £6633
Costs against budget of £5983
Surplus against budget of £5688
Bank balance against budgeted deficit of £945
£1870
£45,450

Included within the figure for costs were expenditure on new equipment and maintenance, £2281, against a budget of £3167. New equipment included door fittings, badminton lines, dimmer switches, crockery and screens.

5. Kitchen re-fit and charges. It was decided that we need to replace the dishwasher and sinks for large ones in order to accommodate the type of catering that is now being done in the kitchen. The surfaces all need replacing as the joints are lifting. The window wall of cupboards would be removed and replaced with steel shelving. There are two options. Either we replace the dishwasher and surfaces alone, which will entail the modification of cupboards, and leave the rest until another time, or we do the whole lot in one go which would mean that we do not have to pay twice for plumbing and electrics, and for removing modified cupboards.

Costs for the whole job in one go would be around £5000, but it is hoped that we could raise around £1000 by selling the sink and dishwasher. We have already received money back from the builders to replace faulty worktop fitting, and we have had a donation from the WI towards the kitchen. We have to be mindful that the Parish Council, with the parish precept of £8 pa., maybe concerned that we are spending money too freely.

It was decided that we need to do the job soon for hygiene reasons, and that it should be done in one go. **Charging.** There will be a charge of £25 for the use of crockery, etc. for outside parties. Regular users do not want to pay that charge for their annual lunches/dinners. We will review charging in January when we will consider increasing the hiring rate for outside organisations.

6. Maintenance Committee. It is thought that the reason for light posts being damaged by cars is that the chippings have migrated and the kerbs are now only 2 or 3 inches above the surface. Rodney Stdsen has been asked to re-grade the chippings.

It had been suggested that some of the hedge at the eastern side of the car park entrance should be removed to make a sight-splay to make leaving less dangerous. It was decided that this was not necessary as we would need Planning Permission and cars are parked outside there anyway. The plumber will soon be installing the outside tap and attending to the WC flushing.

Blinds on the Hall to Foyer doors have not been fitted as there could be a safety problem if someone was behind the door. It was suggested that the screens could be used if required. We are still waiting for a frame for the Touch-screen to be made before it can be fitted.

There appears to be no lettering for the Car park Notice Board that is suitable for temporary notices. However, John Beven had made a large print computer notice for one event, and we will ask him if he would be prepared to do this for other events.

Ray Tavender planted some roses that he found in the Car park border. We hope they will thrive. The Maintenance Committee is trying to establish whether a separate thermostat is needed in the foyer, or whether radiator thermostats are adequate, in order to make space for the WI wallhanging.

7. Future Events.

Friday, 29th June – Alexander Winter – Piano Recital. Wine will be sold during the Interval. Posters should be put on display in Bigbury, Korniloff Residential Home, Bantham shop, Kingsbridge Tourist Centre, and information in the Gazette Diary and on S. Hams Radio. A Licence has been applied for. Around 40 tickets have been sold so far.

Sunday, 29th July, lunchtime – Cheese and wine at David and Kitty Cooke's. This will be fund-raising by the Bridge Clubs in aid of the Parish Hall. The Bridge club will provide the cheese and the Hall will provide the wine. There is plenty of parking.

We need to advertise in order to attract visitors. Pay at the gate.

The Bartons are organising a Raffle for which Thurlestone Hotel have offered a "Sunday Lunch for two" as the main prize.

We should have some garden games, and stalls with cakes, plants, produce.

We shall need tables, chairs, gazebos. Peter Hurrell will ask Simon if he would transport tables and chairs to The Downs.

We will ask the Giassi Brass Trio to add to the atmosphere with their playing.

6th, 13th, 20th August - Aune Conservation Association Lectures.

15th Saturday, 22nd September – Autumn Fair. – Pat Macdonald will organise.

Each User group will have a stall. Bowls takes up rather a lot of room. We can probably accommodate outside small commercial individuals, such as a jewellery stall if they will give us a donation. We will ask the School if they could provide some live music.

Saturday, 6th October – The Alvington Singers.

November – Pat Macdonald will contact Piaffinity for a Saturday.

Sunday, 2nd December – The History of Christmas Music, by Robin Brett.

9.AOB. The Bowls Club will be asked to nominate a representative for this committee. Karen Livett is now the co-ordinator of Keep Fit.

The meeting finished at 5.55pm.

Signed *T. B. Parkin* (Chairman)

Date..... *23.07.07*

The next meeting will take place on Monday 23rd July, 2007 at 4.30pm in the Yeo Room, and the following meeting on Monday 10th September.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 23rd July, 2007 AT 4.30PM
IN THE YEO ROOM.**

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), D Houghton (Hall Development), S Barnes, J Le Grice, J. Barton, P Hurrell, K. Livett, P Macdonald, L White.

1. **Apologies.** P Crawford, J Murry (now Mrs. J Beven), K Norris.
2. **Minutes signed.** For the record, we shall be lucky to get £500 for the kitchen equipment, not £1000.
3. **Matters arising.** The Parish Hall Autumn fair will be held on 15th September, not 22nd. Another supplier for the frame for the Touch Screen has been approached, but has not yet started the job.
4. **Kitchen re-fit.** The Kitchen re-fit is virtually finished. We now have a new sink and a new dishwasher. We also have a new hot water heater to provide an adequate supply of hot water (45 litres) to the new sink. One switch box is still needed, and some flooring under the new shelving needs to be extended.

The old dishwasher is being sold by the people who originally supplied the (trade) kitchen equipment, and the old (domestic) water heater will be advertised in Village Voice. The pricing so far, before fitting invoices arrive, is £4,770.

Comments about the new dishwasher which does a 1 minute cycle, is that it is excellent. The switch for the water heater is now high and partly behind the heater, and there is a danger that people may forget to switch it off. There is no possibility of moving it, so there should be a laminated notice to remind users. Whilst the contractors were on site, the heating thermostat, WC flush, outside tap and socket, and light over the WI wallhanging were all done at once.

The Chairman thanked all involved for their hard work.

5. Treasurer's Report. Income for the first 6 months

Expenditure	against budget of	£10,142
		£9,150
Surplus	against budget of	£6,750
		£10,240
Bank balance at end of June	against budget of	£3,392
Bank Interest		-£1,090
	£500 a quarter	£46,698
Expenditure on New Equipment and repairs		£2,546
	against budget of	£4,500

In July we have spent £4,770 on the new kitchen. Alexander Winter was given £150 for his Piano Recital, and after all costs were met, we made a profit of £578.70. 80 tickets were sold.

6. Maintenance Committee. The outside tap and external point have been fitted. The slabs on the car-park wall have been re-fitted and compensation offered by the person who damaged it.

The electrician has said that the car-park lights which are frequently being broken should not be repaired just with a welded bracket as the Earth Cable may be being broken and someone may get a shock if they touch the light. New lights on a pedestal may cost as much as £100 each, so we should seek compensation from the people who damage them if they are caught on CCTV. The Maintenance Committee were asked to move one of the CCTV cameras to make sure that all of the car park is covered, especially up by the Prowse's gate. Peter Hurrell will investigate pieces of limestone or motorway-type barriers to prevent cars going over the kerb and breaking the lights.

Peter Hurrell was emphatic that we need to charge the school parents, (via the FTS), who are the main users of the car park. We need to have the surface re-graded, which Rodney Stidson will do at a cost of £150.

The roof valley on the South-West is leaking. Heavy winds may have dislodged under-tiles which look as if they have dropped down. We need to have someone investigate on a scaffold. Although we don't have a guarantee, Peter will talk to the builders Rogers and Patey who have the expertise to advise on the problem.

We now have an up-graded hot water tank in the roof rather than in the kitchen.

The time switch and thermostat for the heating is now on the wall in the foyer.

(The WI said they are very pleased to see that their hanging has been put up.)

Usage of Car Park by school parents. No notice is taken of notices to keep Right of Way clear.

Our Insurance cover is for both legitimate usage by Hall users, and for school car parking. We have a duty of safety to everyone, particularly children, whether or not they are entitled to be on the premises. We could be liable if anyone has an accident.

Ron Parkin met the Headmaster, Philip Medway, to discuss the situation that occurred on School sports day when the Car park was totally congested, parents parking in front of the Hall entrance, blocking the Right of Way, causing safety hazards, and also preventing legitimate users, the Bridge Club, from being able to park there. The Headmaster subsequently wrote to all Parents and a copy of his letter is attached. Reference is made to the permission given in January of last year to allow the parents of the younger children to be allowed to park in the Car park until 9.15am and again at 3.30pm, at their own risk, and they will be provided with passes by the Headmaster in September. Older children will be expected to walk from Court Park. As many children come from outside the Parish, it was suggested that we make a levy on parents via FTS to help pay for the Car park. The question was then asked if this would be regarded as giving rights to park there. We need to make a firm stand on this and make sure it is policed early on by members of the Committee. The Chairman and the Treasurer will clarify our Insurance position with regard to non-users of the Hall and write to the Headmaster accordingly.

Ron Parkin also accompanied Mrs. Collins to a meeting with the Headmaster about children throwing stones from the car park and damaging her house. The children, their parents and police were there, and Ron felt the Head made a good job of dealing with it. The parents will pay for Peggy's damage. The Prowses are chasing us for a Draft Agreement about the Covenant to cross the Hall land to enter their property. We are awaiting follow-up by Beers.

7. Cheese and Wine Event, Sunday 29th July, 12.30pm. Tickets £5 at the gate, some still left at the shop. This will include a glass of wine or soft drink, bread and cheese. Extra glasses of wine £1.

Wine has been ordered from Tesco's, but glasses are unavailable. We shall use those from the Hall.

20 loaves of freshly-baked French bread is on order for Sunday morning. Jeanne and Kitty are buying cheese, biscuits, butter, paper plates, serviettes, ice for wine buckets.

Simon Hurrell will transport tables and chairs to the Downs.

David Cooke will supervise parking.

Kitty Cooke will put up gazebos to protect wine and cheese.

Laminated notices "To The Downs" - Chris

Raffle. Prizes - Lunch at Thurlstone Hotel, Lisa will ask Golf club for Lunch Voucher and Pro Shop Voucher.

Tombola - Ron and Michael Barton. Lisa is collecting prizes.

Produce stall (Cakes, jam, fruit, etc.) - Karen, Shirley, Joan Mackenzie, Rosemary Mackay.

Committee members pay for entrance.

8. Other future events. ACA Lectures, 6th, 13th, 20th August, 7.30pm.

Parish Hall Autumn Fair, 15th September.

Pat Macdonald has written to all User Groups asking them to participate in organising various activities, but has not yet had responses from them all.

She has written to the Giassi Trio asking them to play and is hoping to get sponsors to pay them £50.

Charge - 50p at the door.

Teas, cakes, books, bric-a-brac, etc.

Alvington Singers - Saturday, 6th October.

Piaffinity - November - Pat Macdonald organising.

Sunday, 2nd December - The History of Christmas Music, by Robin Brett.

9.AOB. The Bowls Club will be asked to nominate a representative for this committee.
The Youth Group need a member of the Bowls club to help them use the equipment correctly.
We need to recruit more members for the Bowls club, try at the Autumn Fair.
Mrs. Eaton, who runs the ballet classes, is donating proceeds from two recent displays to the Hall.
The Wednesday Bridge club would like to exchange rooms with the small Pilates group who use the main hall. Kathy O'Hagan, who runs the Pilates group, is not happy about using the Yeo Room as the flooring is unsuitable and stained. She is looking into hiring the Church Meeting Room.
The Yeo Room and foyer carpets need professional cleaning. The Clacks will be approached.
We will renew our subscription to the Community Council of Devon for "Village Green". We could ask them for advice on insurance.

The meeting finished at 6.15pm..

Signed *T. P. M. M.*(Chairman)
Date..... 10.9.07

The next meeting will take place on Monday 10th September, 2007 at 4.30pm in the Yeo Room, and the following meeting on Monday 22nd October.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 10th September, 2007 AT 4.30PM
IN THE YEO ROOM.**

Present: R. Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), P Hurrell, K. Livett, P Macdonald, L White.

1. **Apologies.** J. Barton, S. Barnes, J. Beven, P Crawford, D. Houghton, J. Le Grice, K Norris.
2. **Minutes signed.**

3. **Matters arising.** The Touch Screen has been started by an alternative supplier and delivery is promised tomorrow.
The switch box has been installed and the Water heater switch has been moved to a lower, more convenient, position. New flooring to extend under the kitchen shelves is still outstanding. Two quotes have been received, the lower in the region of £275. Work will be scheduled.
The Prowses Draft Agreement is being prepared by Beers. Exact measurements of the site are required, and confirmation that the land is registered with Land Registry is needed.
The Cheese and Wine Event on Sunday, 29th July, was very successful. The Bridge clubs donated £30 each and £617 profit was made.

The Yeo Room and Foyer carpets were steam-cleaned last week by David Houghton.
The Treasurer will check on promised donations from Mrs. Eaton who runs the Ballet classes.
The Wednesday Bridge Club are now using the Main Hall, and Katherine O'Hagan who runs the Pilates class has decided to use the Church Meeting Room.

4. **Treasurer's Report.** At 10th September.

Income	£13,782	against a Budget of	£12,280
Expenditure	£14,120	against a Budget of	£11,490
Surplus	(£338)	against a Budget of	£790
Expenditure on New Equipment and Repairs:	£9,277	against a Budget of	£5,200

Expenditure shows to be in excess of income this month. As there are four events between now and Christmas, equilibrium should be restored. However, there are still 2 or 3 invoices from Mingo still outstanding despite many requests.

5. **Maintenance Committee Report.** The Car park gravel has been levelled. One car park light has a hairline crack which will be monitored for rain or condensation.
The roof valley should be repaired. As this was most probably caused by high wind, a claim will be made under Storm Damage insurance.

Shelving in the store room is beginning to sag and needs shoring up.
A large amount of paper work relating to boiler and heating work, etc., has collected. Should we purchase a second-hand filing cabinet?
Extra shelving in the roof space promised by Derek Brown not carried out due to illness. Ron will enquire present situation.

Recent work on the air-condition system has resulted in 10% increased airflow. It has not been possible to test the heating yet due to the high air temperatures.

The guttering should be cleaned down with pressure washers before the winter.
The reported leak in the men's WC has been investigated and is now OK.

We cannot add any more cameras to the CCTV system and there will always be a blank spot somewhere. Another camera could be added to the new Touch Screen's computer, but at a cost of maybe £1,000. This problem should be addressed when next year's Capital Budget is drawn up. The Maintenance Committee is asked to list possible items for the December meeting.

6. **School.** A copy of Philip Medway's letter to parents was sent to all Committee members. Ron is keen to promote use of permits for parents of the youngest children. The Headteacher is away ill at the moment. Committee members should monitor car-parking of parents during their own meetings. Should we display an A-frame signboard showing when Hall is in use?

7. **Autumn Fair. 15th September.** Pat Macdonald reported that all potential stallholders had been contacted. Tables and staging would be set up at 9am. Stallholders would be admitted at 10am to set up. Doors will be opened at 2.30pm, 50 pence Entrance. The Parish Council will donate 7 prizes for Tombola. Ron thanked Pat for her organisation.

8. **Future Events. Alvington Singers – Saturday, 6th October.** They will supply posters and tickets. Tickets will be available at the Autumn Fair, and also from Lisa and the Shop. There will be an advertisement in Village Voice. The Licence is in order. Refreshments will be organised by Committee members. Proceeds from the evening to be split 50/50.

Piaffinity – 24th November. As they are only performing at Thurlestone now (not Salcombe as well), travelling expenses will be higher. Tickets £10, bring own supper and wine. Tickets available from Pat, Peter and Karen. The Hall will be decorated appropriately.

Sunday, 2nd December – The History of Christmas Music, by Robin Brett. An advertisement will be placed in Village Voice. Ron will discuss charges and start time, etc. Robin Brett will possibly request a contribution to a charity.

9. **Possible future events for next year.**

A member of the Hill family to show a wildlife film on turtles, whales and dolphins with lecture.
Take Note Singers. Ron will make contact re date in February, if possible.
Tea Dance booked for 12th January, 1.30 – 5pm, by Caroline Montague who sings and plays the piano.
This idea to be pursued if there is sufficient interest in the parish.
New Year's Eve. The Golf Club has arranged an event which is sold out. John Lavelle will be contacted to see if we should hold a party in the Hall.

Chris will check through "Villages in Action" book. He believes that Richard Stilgo does performances for charity. Costs unknown.

10. **AOB.** Pat Macdonald reported that Salcombe GPs are hiring the Hall to carry out flu jabs for local patients. Norton Brook are unwilling to take up the idea this year.

Chris has recently attended the Steering Group run by the Community Council for Devon. An IT Contractor will write a website for Thurlestone Parish Hall. A test version will be available on 28th September. It would need updating periodically. Costs expected to be £20/£30 per year.

Lisa says a mysterious problem has occurred with the dishwasher. It is presumed that it has not been properly emptied by the previous user. The water heater's tap had also been inadvertently turned off. Judith has reported that on several occasions the front door has been pulled shut at night but not locked with a key.

The oil tank is now padlocked and a key is in the key cupboard.

The fridge should be left running. This is more economical than switching it on and off.

The floor in the Hall has been scratched. The rubber stoppers on the chairs will be checked by the Maintenance Committee. Chairs should be stacked "feet to handle" for ease of checking.

The meeting finished at 6.00pm.

Signed *C White* (Deputy) (Chairman)

Date 22/10/07

The next meeting will take place on Monday 22nd October, 2007 at 4.30pm in the Yeo Room, with Chris White in the Chair, and the following meeting on Monday 10th December.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 22nd October, 2007 AT 4.30PM
IN THE YEO ROOM.**

Present: C White (Deputy Chairman) taking the Chair, S Barnes, P Crawford, D Houghton, J Le Grice, K. Livett, P Macdonald, L White.

1. Apologies. R Parkin, P Stanley, J Barton, J Beven, P Hurrell.

2. Minutes signed.

3. Matters arising. The Touch Screen has been delivered. Chris has been working on problems which have now been resolved. Hopefully, it may be installed this week. There are 2 or 3 invoices from the electrician Mingo which have still not been received. Shelving in the store room has not yet been re-inforced. An A-frame for outdoor publicity, together with the appropriate pens and cleaner, is now available for use.

A vote of thanks was given to Pat Macdonald who organised the very successful Autumn Fair at which £721 was raised. Pat has thanked all groups who participated. The dishwasher has been re-set by the installer as it has been using far too much Rinse-aid. It may have been wrongly set originally. There should be a supply of replacement rubber feet for the chairs somewhere in the Hall. Kit or Ron may know.

Malcolm Northmore, Peter and Simon Hurrell will do the survey of the land for the Land Registry.

4. Treasurer's Report. At 22nd October.

Third quarter			
Income	£4,253	against a Budget of	£4,700
Expenditure	£8,204	against a Budget of	£1,880
Surplus	(£3,951)	against a Budget of	£2,820
Nine months to date			
Income	£14,134	against a Budget of	£13,850
Expenditure	£14,954	against a Budget of	£12,120
Surplus	(£820)	against a Budget of	£1,730

The Alvington Singers Evening raised £312.25 after all expenses. Check with the Treasurer as the Autumn Fair profit does not seem to have been included. Hopefully, the Deficit will be made up with the events before Christmas.

The Secretary will write to the Ballet teacher to thank her for her donation of £31, and to remind her that she needs to allow for setting-up time when she books the Hall.

5. Maintenance Committee Report. Peter and Simon Hurrell will shortly be putting up a scaffolding tower to look at the leaking guttering.

The Chairman will be reminded to ask Derek Brown about the loft cupboards. The ballast unit of one dimming light needs replacing.

The hedge has been pruned by the Tregelleses.

6. Suggestions for Adult Education classes. David has approached Tresillian about the use of the Hall as a Venue for classes. Their Course Organiser will do an assessment of the Hall, and will be asked for suggestions of possible courses which could be run here. Hall user groups will also be asked for suggestions.

7. Website. Chris demonstrated the generic web-site for Devon Halls which shows the facilities available for each hall, including our own as we are on the Steering Group. As yet, no inside facilities are being shown.

Robin Macdonald has found a new web-site, Devon Diary.co.uk, which can be used to advertise Events free, funded by corporate users who have to pay.

8. Future Events. Piaffinity - 24th November. Tickets £10, bring own wine and supper. A small group needed to decorate Hall appropriately.

Sunday, 2nd December - The History of Christmas Music, by Robin Brett. An advertisement will be placed in Village Voice. Ron will discuss charges and start time, etc. Robin Brett will possibly request a contribution to a charity. Christmas decorations needed for the Hall.

Possible future events for next year.

A member of the Hill family to show a wildlife film on turtles, whales and dolphins with lecture, possibly March.

Take Note Singers cannot manage February..

Tea Dance booked for 12th January, 1.30 - 5pm, by Caroline Montague who sings and plays the piano. This idea to be pursued if there is sufficient interest in the parish.

New Year's Eve. John Lavelle will organise a party in the Hall.

Chris will check through "Villages in Action" book. He believes that Richard Stilgo does performances for charity. Costs unknown.

Pilates for Men. Judith will speak to Vicky Cameron.

Paul Roberts, a dubbing editor for BBC, could be approached to give a talk.

Victoria Graham and David Brain, BBC Spotlight, could be asked to do a presentation.

Sue Sharpe, representing KATS, may look at the Hall with a view to possibly doing a performance or review.

Peter Stafford has offered to give a talk on "Heligan" or "Devon Wetlands", with improved pictures. Estuary Big Band - maybe next year.

Other events taking place in the Hall include introductory golf lessons and a Colour Me Beautiful session.

10.AOB. Salcombe Surgery gave 27 people their flu injections in the Yeo Room. It would be nice to put a letter of appreciation in Village Voice and the Gazette.

The WI are still waiting for a plaque for the Tapestry. Apparently it disappeared in this summer's floods, but a new one is in the process of being made.

There was no satellite signal for ITV for the Saturday Final of the Rugby World Cup, leaving 12 disappointed people. Chris will ring the aerial company to get it sorted out.

The meeting finished at 5.45pm.

Signed *R. H. Parkin* (Chairman)

Date.....

The next meeting will take place on Monday 10th December, 2007 at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 10th December, 2007 AT 4.30PM
IN THE YEO ROOM.**

Present: Ron Parkin (Chairman), C White (Deputy Chairman), Patrick Stanley (Treasurer), J Le Grice (Secretary), D Houghton (Hall Development), S Barnes, P Hurrell, K. Livett, P Macdonald, L White.

1. Apologies. J Barton, J Beven, Pat Crawford, Kathy Norris.

2. Minutes signed.

3. Matters arising. The Touch Screen is working but crashes regularly.
The electrician, Phil Mingo, has sent all the invoices outstanding and has been paid.
The Satellite TV is working again – no identifiable problem.
The dishwasher is working properly.
Replacement feet for the chairs have arrived.
Peter Hurrell and Malcolm Northmore have measured and marked out the precise boundary of the Hall's land on the plans, which is not necessarily where the fences are. Ron has been to see Paul Housgo who will register it with Land Registry. This will also be used to update our agreement with the Prowses. We must watch for any planning application from the Prowses that they do not contravene the Covenant which states that a replacement of their garage should not include living facilities.
We need to have a fireproof cupboard in the loft where plans, etc., can be stored. Peter or David will ask Kit to find something suitable.

4. Treasurer's Report. At 10th December, 2007.

Income	£18,624	against a Budget of	£17,820
Expenditure	£18,839	against a Budget of	£13,670
Surplus	(£215)	against a Budget of	£4,150
Expenditure on New Equipment and Repairs:			
Actual	£12,645		
Budget	£6,500		

The French Evening raised £511.20, and the Musical Evening raised £130 for December.
For the full year we can anticipate a small surplus.
All new work that has been done has been paid for.
David said that the forecasting of income has been very good.
Next year's Budget will probably be similar to last year's. No large items of expenditure are foreseen, other than the painting of the front of the Hall. It may be possible to get Insurance on the work necessary to repair the roof valley which is leaking.
The Headmaster would like us to buy some non-directional microphones – not expensive.
Chris, Patrick and June will start the new Database in the new financial year.
The AGM has been provisionally set for 4th March. Patrick will check that Alan Chapman, the Auditor, will be ready.

5. Maintenance Committee Report.

The shelving in the Store Room will be strengthened shortly.
Peter and Simon will erect scaffolding to have a look at the roof valley. Peter estimates that it may cost up to £6000 to repair.
The boundary of the site has been measured and recorded.
The Ladies' loos are not flushing properly, there is insufficient water in the cistern. Andrew Hurrell has had a look.
Mike Barnes says that the heating and air-conditioning has settled down.
The Touch Screen has been installed.
The Parish Council will buy a cupboard for the loft, Kit will investigate.
One wall light will not dim. The electrician will come this week.

6. Website. We are on the Devon Community Buildings website, which shows a map and our facilities. This is work in progress by the Steering Committee and, whilst not yet complete, is progressing. Sherford Village Hall seems to be the only other local hall on the website.

7. Future Events. New Year's Eve Party, John Lavelle and Chris are organising. 12th January, Tea Dance and musical entertainment, Caroline Montague.

Possible future events for next year.

A member of the Hill family to show a wildlife film on turtles, whales and dolphins with lecture, possibly March. David will follow up as he now has contact details.
Take Note Singers are sadly disbanding.
Paul Roberts, a dubbing editor for BBC, could be approached to give a talk. Chris feels that, although he is a fascinating person to talk to about his job, it may not provide a sufficiently attractive proposition for an evening's entertainment.
Victoria Graham and David Brain, BBC Spotlight, could be asked to do a presentation. David will be talking to them. Justin Leigh may also be a possibility.
Sue Sharpe, representing KATS, may look at the Hall with a view to possibly doing a performance or review.
Peter Stafford has offered to give a talk on "Heligan" or "Devon Wetlands", with improved pictures. Pat Macdonald will follow up.

Other possibilities.

It is worthwhile checking local media to see what events other local communities are holding.
Estuary Big Band. One of the Committee should go to an event.
Spikedrivers, Blues singers – Chris will investigate.
Tom and Barbara Brown, music and archive slides, excellent reputation. Ron will follow up.
Cream Tea. Peter will approach the owners of Clanacombe. Otherwise, David offered the Rectory.
Bingo. Whist Drives and Bingo might be very popular, although we would have to be careful to avoid treading on the toes of the Churchstow Whist Drive now held in the Meeting Room. Pat Macdonald may be able to find details of callers, etc.
Beetle Drive – Roger Cole is now around again and could be approached.
Youth Group may enjoy remote controlled car racing. Ron will talk to the organisers.

8. Frequency and Dates of Meetings for 2008. The frequency of meetings that have been held in the past year seems to be about right.

Dates of meetings: 21st January, 10th March, 28th April, 9th June, 21st July, 8th September, 27th October, 8th December. AGM, Tuesday 4th March. It may be necessary to call a special meeting before the AGM.

9. AOB. The Badminton club have very few members, maybe we should advertise them, possibly a poster and something in Village Voice.

There are some personality difficulties in the Bowls club. Judith will talk to Pat Crawford.
Patrick says that he has heard murmurings amongst some parents about the FTS not being able to afford the Hire Charges. He will follow up.
Pearsons have no Car Parking permits.
We should review our Hire Charges in January.

The meeting finished at 5.55pm.

Signed *R. H. Parkin* (Chairman)

Date 21.1.08

The next meeting will take place on Monday 21st January, 2008, and the following meeting on Monday, 10th March, at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 14th January, 2008 AT 4.30PM
IN THE YEO ROOM.**

Present: Ron Parkin (Chairman), C White (Deputy Chairman), Patrick Stanley (Treasurer), J Le Grice (Secretary), D Houghton (Hall Development), S Barnes, J Beven, P Crawford, P Hurrell, K. Livett, P Macdonald, L White.

1. Apologies. J Barton, Kathy Norris.

2. Minutes signed. The maintenance report of £6,000 is the repair budget for the year, not just the roof.

3. Matters arising. The Touch Screen is not working at all. It is on a 3-year warranty. The manufacturer should have sent the relevant parts for it to be repaired, but has failed to do so. The Wednesday Bridge Club and Keep Fit have suffered no heating on one occasion. Maintenance will investigate.

4. Treasurer's Report. We are nearly £900 in surplus. Congratulations to fund-raisers. The Chairman stated that last year's budget was remarkably accurate. We have had more bank interest than was budgeted for, which will not be the case next year.

"Donations" include Gift Aid Refund, minor damages recompense and miscellaneous. Expenses without the kitchen alterations would have been about £12,000.

An electricity bill from previously has been included.

Income	£20,495	against a budget of	£19,050
Expenses	£19,596	against a budget of	£14,450
Surplus	£899	against a budget of	£4,600

5. Outline Budget for 2008. No donations have been included.

The Budget has been based on this year's charges. No increase in the charges is deemed necessary for maybe another year unless utilities costs increase. An increase in charge for commercial booking may be considered.

The Budget has included £6,500 for new equipment, repairs and painting.

Budgeted Income	£17,500
Budgeted Expenses	£13,550
Budgeted Surplus	£3,950

A sub-committee of officers should meet and approve the accounts before the AGM.

AGM. The Chairman, Treasurer and Secretary will continue. After next year, Chris White will take over the Chair in 2009.

John and June Beven will make a presentation to show what the Hall is used for.

Philip Medway, the Headmaster, will make a presentation about what the School is doing and what is planned. We need a School representative on the committee, possibly Betty Rhymes.

6. Maintenance Committee Report.

Peter has investigated hairline cracks on the car-park lights and thinks they are not a problem.

Simon Hurrell was able to repair the lead on the roof valleys without extra expense. He also replaced a cracked slate.

There is a lot of painting to do.

Kit Marshall is checking loft cupboard prices.

The kitchen shutter should close automatically when the Fire Alarm rings. This did not happen on a Security practice, and is being investigated.

Jack Rhymes will put a fence at the end of the car-park. We would like it to go behind the hedging rather than at the edge of our property. Peter will discuss this with the Prowses.

There is a slight leak on the fuel line for the boiler. Mike Barnes has spoken to the Oil Burner Service engineer who will check it on the service which is being done this week.

The heating is not sufficient when it is very cold, especially when people are sitting. It should be turned on half-an-hour earlier. The hallway can be very cold. Ray can be instructed to heat the hallway and Yeo Room when the Hall is being used for Bridge in the winter months. As the thermostat in the Hall can be affected by heat or cold draughts from the doorway, we should consider moving the thermostat to the far end of the Hall.

Our Insurance should be checked to ensure that Ray is covered when he is on the ladder.

7. Future Events. The New Year's Eve party was successful and made £200. Caroline Montague's Tea Dance, in aid of her charities, was a great success. Emma Peacock suggested there could be more tea dances for KATS, a way to encourage KATS people into the Hall, maybe with a cabaret.

23rd February, 7.30, Tickets £5 - The Dwyers will present slides of their holiday in Antarctica, following in Shackleton's footsteps. We will apply for a Licence, and sell wine during two intervals.

Publicity - June and John Beven, posters, S. Hams Radio

15th March, 7pm - Roger Cole will organise a Beetle Drive. Bring own wine and food.

Possible future events.

Wildlife film and talk - David says we should wait for a while.

"Devon Wetlands" slides and talk, Peter Stafford - we should wait for a while.

KATS "Kiss me Kate" excerpts - David will be in touch with Sue Sharpe.

Spike Drivers are too expensive.

Estuary Big Band - no.

Rex Harrison's son - no.

Ron is still checking out Prize Bingo.

Villages in Action - we don't make much money out of them.

David will talk to Victoria Graham (Spotlight) soon.

Peter will speak to the owner of Clanacombe about a Cream tea in the Summer.

8.AOB.

When the present Secretary is replaced, we should look for someone who will oversee and organise publicity, including an e-mail list. It may be possible to pay an honorarium. We should also be identifying new members for the committee.

Badminton and Bowls should be given some publicity in Village Voice.

Patrick has seen Philip Medway who has said that there is no reason why the School should need any reduction in charges. They would like to use the Hall even more.

On behalf of the Parish Council, Peter will phone the police to check they are continuing their monthly clinic.

Patrick reported that a pantechnicon parked for a few hours overnight in the car-park.

The meeting finished at 5.55pm.

Signed *R. Parkin* (Chairman)
Date

The AGM will take place on Tuesday, 4th March, 2008, at 7pm.

The next meeting will take place on Monday 10th March, 2008, and the following meeting on Monday, 28th April, at 4.30pm in the Yeo Room.

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
TUESDAY, 4TH MARCH 2008 IN THE PARISH HALL.**

Present R Parkin (Chairman), C White (Deputy Chairman), P Stanley (Treasurer), J Le Grice (Secretary) D Houghton, P Hurrell, J Barton, K Livett, J Beven (Asst. Treasurer), P Macdonald, S Barnes, L White, Philip Medway, the headmaster of the School +15 members of the public.

1 **Apologies.**
Rosemary Mackay.

2 **Minutes of 2007 AGM.**
The minutes of the previous AGM held on 26th March 2007 having been circulated, were approved and signed by the Chairman. Proposed by M Grose and seconded by Peter Hurrell.

3 **Matters arising.**
There were no matters arising.

Headmaster's Address.
Philip Medway reported on the school's outstanding achievement in the recent OFSTED Report, being in the top 4% nationally. He acknowledged that the excellent reputation of the School is due in no small measure to his predecessor, Alun Williams, to the teaching staff and support staff, and to the quality of the children. There are many very able children for whom extension learning is provided.

He outlined some of the exciting activities that take place, sometimes bringing in other professionals to work with the children. The premises are desperately in need of modernisation, and building plans to be implemented over the next five years have been presented to the Parish Council. The Hall with its tremendous performance space and facilities is a major asset to the school.

In reply to a question about provision for less able children, he said that personalised learning plans help all children reach their potential. He was also asked whether the school was selective in its Admissions policy, to which he replied that it was not, and gave the criteria for admissions, 50-60% coming from our own parish. He thanked the Chairman and Committee for their help and cooperation.

4 **Chairman's Report.**
The Chairman stated that the second year of operating the new Hall has been very successful, with the Hall continuing to provide a focal point for Parish activities. The facilities are being kept up-to-date.
(Slides of sources of income illustrated the report.)

The Bridge club is very important, providing intellectual stimulation as in the original plans. The School use the hall twice a week, the Bowls club once a week. Children's activities such as Ballet and Youth Group, are welcomed by parents. The Youth Group leaders are un-sung heroes working with youths who do little else. Donations and Gift Aid are useful sources of income. The Open garden at The Downs was a nice summer occasion, Circus Berzercus sadly only attracted 10 children, the Edith Piaf evening and the Autumn Fair were both very successful.

Charities use the Hall for fund-raising, and the Yeo room complements the Main Hall for uses and income.

Martyn Grose queried the greater initial cost of building the Hall high and long enough for Badminton and Bowls as they bring in less income than Village Voice. The Chairman replied that the space is fully used for many activities, including concerts and parties.

During the second year of operating, the Maintenance Committee have been improving the hall heating and heater timing, and have acquired badminton lines, screens for staging, dimmer lights, new kitchen equipment and more crockery. Over £11,000 has been spent, and we are still £2,000 better off than last year. The finances are in a healthy state.

There were no other questions.

5 **Annual Accounts.**

The audited accounts were circulated to those present and approved. Thanks were given to Alan Chapman who audited the accounts, and who will be stepping down as Auditor. The Treasurer thanked June Beven for her assistance in invoicing and collecting money.

After buying new kitchen equipment we still have a surplus of £2000, and we should be able to show an increased surplus next year.

Martyn Grose sought and was given confirmation that acquisitions made during the year were written off in that year.

Martyn Grose queried the Water charge being double that of last year. It was due to a leak in the gent's urinals and to the timing on the automatic flushing system of the urinals. This has been rectified.

David Houghton proposed the acceptance of the Accounts, and was seconded by Kit Marshall.

6 **Election of Officers.**

Peter Hurrell took over the proceedings and thanked the Chairman.

He proposed that Ron Parkin be re-elected Chairman, and he was seconded by Gillian Marshall. Ron Parkin was elected unanimously.

Robin Macdonald proposed and Jeanne Barton seconded that the other officers be re-elected *en bloc*, Chris White as Deputy Chairman, Patrick Stanley as Treasurer and Judith Le Grice as Secretary.

7 **AOB.**

The Chairman thanked John Beven for doing the publicity posters, Judith Le Grice as Secretary and Bookings Secretary, and all the Committee for their help in running the Hall.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 10th March, 2008 AT 4.30PM
IN THE YEO ROOM.**

Present: Ron Parkin (Chairman), Patrick Stanley (Treasurer), J Le Grice (Secretary), D Houghton (Hall Development), S Barnes, Jeanne Barton, P Hurrell, K. Livett, P Macdonald, L White.

1. Apologies. June Beven, Chris White. Kathy Norris has resigned. Ron will ask the Bowls Club for representative.

2. Minutes signed.

3. Matters arising. Whilst the boundaries of the land that the Hall stands on have been measured and agreed, there is still no signed agreement with the Prowses and their solicitor. Ron will pursue the matter.

4. Treasurer's Report. For the first two months of this year:

Income from 3 rd February	£3123
Expenses	£2402
Surplus	£721

Fundraising to date: SOUTH £425.50 after expenses

We are on target with our budget for the first quarter.

David Martin has been approached to be Independent Examiner of the Accounts, he will confirm.

AGM Follow-up. It was agreed that the Philip Medway, the new headmaster, is a great asset to the school. He would like there to be a School Representative on the Committee, and he will raise this at the next Governors meeting.

The dates for the school Production, "Pirates from Bigbury Bay" have been sorted out. New buildings for the school may start this summer, and continue for a number of years. It must be emphasised that the School may not always have the right to use our car park, and that they must base the future of the school on parking in Court Park. At present, the parents of children in the first two years have permits for our car park. It was suggested that the maintenance committee investigate what it would cost to put metal posts and barriers, or at least a stout chain, across the entrance to our car park to prevent builders parking their vehicles there. Perhaps the Building Contracts, as a condition of contract, should contain a clause stating that no builders can use our car park.

5. Hall charges. We are agreed that the charges remain as they are for this year. Art classes and Ballet classes which are run by teachers from outside the Parish and for a profit, will still be charged at the low rate of £7 per hour as they cater mainly for local people. Private functions and parties will be charged at the lower rate if organised by a Parish resident, and will be by the hour rather than a lump sum. Booking by commercial organisations, such as property management companies, and firms should be asked for £ per hour.

6. Maintenance Committee Report. Jack Rhymes has been asked to estimate for fencing at the end of the car park.

The boiler has been cutting out, but seems to be alright now.

The metal cupboards for the loft were delivered with damaged doors which are being returned for replacement.

The wall in the Hall below the dado strip is being badly marked. A darker colour paint will be applied between the strip and the skirting board.

7. Future events. 15th March, Beetle Drive. Raffle Prizes needed. Card tables needed. Roger Cole would like to have a contribution from our profits for his son's Sri Lankan charity. It depends on how many tickets we sell how much we donate.

Possible future events. Peter Hurrell has spoken to the owners of Clanacombe about the possibility of holding a Cream Tea in their garden during the summer. They feel that they do not wish strangers to be walking around their property, especially as the husband is frequently away from home, and have donated £150 to the Hall funds instead.

It was suggested that the Parker-Swifts might be willing to open their garden in the summer. Pat Macdonald will speak to them when they have returned from holiday.

Another suggestion was that we may be able to organise an "Open Gardens" in the Parish, with tea in the Hall, possibly July.

The members of the two Art Classes held in the hall may be willing to hold an Exhibition, maybe in August, with the Hall taking a percentage of any sales income.

The Parish Hall Fair, always a good earner, will take place in September.

The "Farming Life" duo with slides and songs - Ron will contact them.

The Community College may be able to present a selection from their big Show in the Autumn.

A jazz event could be popular just before Christmas.

8.AOB. The dishwasher is not cleaning glasses and crockery adequately, it may need a thorough clean inside. Ray will be asked if he could do this.

The Maintenance committee will be asked to buy a larger notice board for outside the Hall door as the present one is proving too small for all the notices we need to display.

Shirley thanked David for the plaque next to the W I wallhanging.

The meeting finished at 6.25pm.

Signed *R. Parkin* (Chairman)

Date 28. 4. 08

The next meeting will take place on Monday 28th April, 2008, and the following meeting on Monday, 9th June, at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 28th April, 2008 AT 4.30PM
IN THE YEO ROOM.**

Present: Ron Parkin (Chairman), Chris White (Deputy Chairman), Patrick Stanley (Treasurer), D Houghton (Hall Development), Jeanne Barton, P Hurrell, K. Livett, P Macdonald, L White.

1. Apologies. Shirley Barnes, June Beven, Judith Le Grice.

2. Minutes. Para. 8 "Remove Notice Board and replace with a larger one" should read "Purchase similar sized Notice Board to be put alongside the original."

3. Matters arising. Bowls Club. Have not yet agreed on a Representative as they only have 6 members. The Youth Group are interested in playing Bowls but do not have permission to use the equipment on their own.

As yet, no Representative from the School has been chosen.

Car Park and school builders. Ron read out the letter he is sending to the School, giving no permission for builders to use the car park and stating that long term use by parents cannot be guaranteed for the future.

David Martin has agreed to be the Independent Examiner of Accounts.

"Best Kept Village". Posters on telegraph posts are not legal, although it has become the usual practice, and will continue to be used. Could we use the wall?

Our Notice Boards, including the one outside the shop – should they be for Hall use only? Others can use the shop windows. The Notice Boards should be kept up-to-date by the one person who has the keys – Ron, Judith or June.

4. Treasurer's Report. First Quarter.

Income £4823	against a Budget of	£4050
Expenses £2718	against a Budget of	£2950
Surplus £2104	against a Budget of	£1100
Bank Balance £46373		

We are in surplus at the moment but expenses are due shortly: oil, new burner on boiler (which is now working well), new fencing and microphones.

5. Maintenance Committee Report. The new fence is up and looking good.

Shelving is to be strengthened and loft step to be made.

Painting estimates are being done.

A slate has been replaced.

Should the Maintenance Committee inspect chairs? Any broken ones should be put in the loft and entered in the Maintenance book. Ray should have some spare feet.

A white line should be painted around the edge of the concrete Disability parking area.

Dishwasher problems – it should still be under Warranty. Should we have a contract? Should Ray be asked to do a regular clean?

6. Future events. (15th March, Beetle Drive, went well, Raffle providing a good amount. £50 was given to Roger Cole's son's charity.)

Clanacombe were thanked for their donation which they gave in lieu of hosting a Cream Tea. David will ask the **Parker-Swifts** if they would hold a Cream Tea, no date at the moment.

"Art and Craft Show" Sat. 23rd and Sun. 24th August. Will be advertised in the next edition of Village Voice, with slips for people who would like to enter items. All Crafts welcome. Should attract visitors.

Open Sat. pm, who might "open" it? £1 entry. Teas, etc. available. Raffle. Exhibitors may wish to sell, charge % of sale. Anyone in the Parish may enter. Committee members to approach known artists. Ron will contact Joff Hopper, the wrought iron man at Bantham.

Rota needed for managers, setting up and clearing away.

Aune Conservation Association have lectures about local ecology in August.

Sat. 13th September. Concert with Robin Brett and the Kenny family, plus others. "Concert for Megan", proceeds to be split 50/50.

Autumn Fair, Sat. 27th September, for all Hall User Groups.

Possible future events. Christmas Jazz "Armada" - David will investigate.

Kingsmen – Chris suggested a concert in the New Year, possibly February.

"Piaffinity" would be welcomed again, possibly Autumn 2009.

Ron had received a letter addressed to "Parishioners" from Friends of Thurlestone School, appealing for funds to finance their rebuilding project. No-one else had received this letter. It was felt that a response from the Parish Hall should await a more public launch of an appeal by the FTS.

Barbeque and Boules Evening, suggested by Graham Palmer.

8.AOB. Jeanne said that the two Bridge clubs would like more of the "Yeo Room" chairs, probably another 20. Some people bring their own cushions for the folding chairs. More chairs would take up space. Jeanne and Lisa will go back to their clubs with the suggestion that we would provide cushions.

The Prowses are still waiting to hear from their solicitor – Ron will follow-up the matter.

Beers, Solicitors – We have offered them a ½ page advert in Village Voice, for which we will pay, as a token of appreciation for all the work they have done.

A Hostess Trolley for heating plates has been donated. It has been checked and is stored in the Boiler room.

Chris went to the Devon Community and Village Halls Conference about websites. We have been doing most thing that came up during discussions. Feedback, "excellent."

David -Publicity - we need to set up an e-mail list of parishioners, go round with clipboard at each event.

TEAMAKERS – have had trouble with one laptop which has now been replaced.

Peter suggested that the next Maintenance Committee meeting should be on the 2nd Monday, because of the Bank Holiday.

The meeting finished at 6pm.

Signed *R. Parkin* (Chairman)

Date *28.04.08*

The next meeting will take place on Monday 9th June, 2008, and the following meeting on Monday, 21st July, at 4.30pm in the Yeo Room.

MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 9th June, 2008 AT 4.30PM
IN THE YEO ROOM.

Present: Ron Parkin (Chairman), Chris White (Deputy Chairman), Patrick Stanley (Treasurer), J Le Grice (Secretary), D Houghton (Hall Development), S Barnes, J Barton, K. Livett, P Macdonald, L White.

1. Apologies. June Beven, Peter Hurrell.

2. Minutes. Signed.

3. Matters arising. Ron has had a reply from the Headmaster about parking in our Car park. It will be written into the builders' contracts that they may not use the Hall Car park at all. The headmaster also said that the School try to dissuade parents from using our Car park, but as he is unable to police the situation at the beginning and end of each day, perhaps the Hall Committee could provide someone in the short term.

The Bridge Club need another 20 Yeo Room - type chairs. They would cost £55 plus VAT plus Carriage each. Pat Crawford has offered to make some cushions for the Hall chairs instead if room can be found to stack them in the Store Room.

Prowse's solicitors, Beers, are preparing the final engrossment. Their advertisement was found not to be suitable for Village Voice. Ron will write to them.

4. Treasurer's Report. April and May.

Income £1700

Expenses £4500

Deficit £2850

Expenses have been high this month - Insurance £1500, Boiler £500, Microphones £500, Fence £500, Display Panel £200, totalling £3200. However, we should be back on track next month. Our income was reduced as we have had no fund-raising event.

A letter to the Trustees from Martin Beck, leader of the Youth Group, has been received. After an earlier conversation with the Chairman about a donation of equipment to the Group, Martin was asking instead for a reduced charge for the Hall. It was agreed that this might establish a precedent and that other user groups might request this. It was agreed that we could offer them some money (up to £200) to take the Group for an outing, eg. a trip to a Bowling Alley in Plymouth. Pat Crawford said that the Youth Group are using the Bowls Equipment without permission and supervision.

David Houghton said that, during the fund-raising phase, the idea had been floated of the Hall Trustees setting up a charitable fund for members of the community which has not yet been done.

5. Maintenance Committee Report. Simon Hurrell has filled in the dip at the entrance and has put more chippings up to the lip of the concrete stand to avoid anyone tripping. He has cured the leak on the valley. One more light in the Car park has been broken. Phil Mingo will be asked for a quote to have them re-positioned on the fence.

Finishing the kitchen floor will be done in the school holidays.

The dishwasher seems to be working satisfactorily, and a maintenance contract is not necessary.

Shelving in the Store Room will have extra supports added where necessary.

Sockets in the Yeo Room and the Computer screen were not working due to an electrical storm, but the problem was quickly solved.

Kit Marshall will be sending an application to use probationers on community service to paint the Hall.

6. Future events. School - "Pirates of Bigbury Bay", 27th and 28th June.

11th August - Hofman Quartet (Madeleine Radford). Licence needed.

"Art and Craft Show" Sat. 23rd and Sun. 24th August. (Pat Macdonald) All Crafts welcome, woodworking, wrought iron, embroidery, etc. No charge to enter a work. If a work is sold, the Hall to retain 10%

Open Sat. pm. £1 entry, children free. Teas, etc. available. Raffle.

Rota needed for managers, setting up and clearing away.

Aune Conservation Association have lectures about local ecology in August.
Sat. 13th September. Concert with Robin Brett and the Kenny family, plus others. "Concert for Megan", proceeds to be split 50/50.
Autumn Fair, Sat. 27th September, for all Hall User Groups, not school.
8th November - Jazz. Bring own wine and food.

Possible future events.

16th August - Bowls, Boules and Barbeque Evening, suggested by Graham Palmer. Would he take it on? Kit Marshall and David Houghton to man Barbeques, with gazebos, if necessary. Licence necessary.

Sat. 6th December - Christmas afternoon/evening. Flower arranging - Jackie Case and Lisa Davies to be asked if they could do Christmas arrangements. Phillipa Sayer - Christmas cooking.

Red and White Wines - wine tasting.

Possible Bridge evening, Thursday or Saturday evenings only.

School - fundraising - not as yet.

8.AOB. Pat Crawford said that, from the point of view of someone on crutches, the parents and children sat on the floor outside the Yeo Room waiting for Ballet classes present a considerable hazard. Also for WI members in wheelchairs and with walking frames and sticks. The children leave a mess as they eat whilst waiting. Ron will write to Mrs. Eaton.

We have an additional notice board. A "house-style" of notices is needed. Several notices need replacing with laminated ones to prevent fading. One notice board should be for Parish Hall use only and the second one for Users.

Wig-wag lights for the School have been installed just inside the Hall's wall, without our permission. The Parish Council sanctioned it, on our land. We will not pursue the matter.

The meeting finished at 6.15pm.

Signed *T.R. Parkin* (Chairman)

Date 21.7.08

The next meeting will take place on Monday 21st July, 2008, and the following meeting on Monday 8th September, at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 21st July, 2008 AT 4.30PM
IN THE YEO ROOM.**

Present: Ron Parkin (Chairman), Chris White (Deputy Chairman), Patrick Stanley (Treasurer), J Le Grice (Secretary), D Houghton (Hall Development), S Barnes, J Barton, J Beven, K. Livett, L White.

1. **Apologies.** Peter Hurrell, P Macdonald.
2. **Minutes.** Signed.
3. **Matters arising.** The new notice board has been installed outside the front door and will be used for Parish Hall events. The other will be for Users notices.
4. **Treasurer's Report. 2nd Quarter.**

Income	£3500	against a budget of £4350
Expenses	£5198	against a budget of £5050
Deficit	£1698	against a budget of -£700
<u>6 Months</u>		
Income	£8264	against a budget of £8400
Expenses	£7916	against a budget of £8000
Surplus	£348	against a budget of £400

Bank Balance £44645

Our income is down as we have not had any fund-raising events recently.

Expenses have been high, with new microphones, new fencing, a replacement burner for the boiler, and repairs to the roof and entry to the car park.

Pat Crawford showed us an example of the cushion pad she has covered and said that her expenses for buying the pads would be less than £60 as she has been given material to cover them. Ron thanked her for making them.

Tor Homes are wanting to hire the Hall at £9 per hour, the price they found on our website. We had agreed in March that commercial bookings should be charged at £12 per hour. This should be implemented as from January, 2009.

5. **Maintenance Committee Report.** The carpet in the lobby has been damaged by people trying to shut the door with the stopper down. The stoppers have been removed and will be replaced with wall hooks. Kit Marshall has said that our application for Community Service has been accepted, although there are no probationers available to work at present.

6. **Future events. 1st and 2nd August - Horticultural Show.** More posters needed.

11th August - Karema Quartet (Madeleine Radford). Licence received.
Tickets, £10, need selling, 70 - 80 to break even. Wine extra.

5th and 12th August - Aune Conservation Lectures, posters to be displayed.

"Art and Craft Show" Sat. 23rd and Sun. 24th August. (Pat Macdonald) All Crafts welcome, woodworking, wrought iron, embroidery, etc. Open Sat. pm. £1 entry, children free. Teas, etc. available. Raffle. List of helpers and cake providers. We will know what staging to provide when application forms come in at the beginning of August.

Sat. 13th September. Concert with Robin Brett and the Kenny family, plus others. "Concert for Megan". Ron will organise posters and tickets.

Autumn Fair, Sat. 27th September, for all Hall User Groups. Pat Macdonald has written to all groups about what stalls they can provide.

8th November - Jazz. Probably £10 per head to cover costs. Bring own wine and food.
The Bowls, Boules and Barbeque evening will not take place as there are too many village events in the summer already. We will schedule this for next summer.

Sat. 6th December - Christmas afternoon/evening. Flower arranging - Lisa Davies. (Studio Flowers)
Linda (Red Earth) - Christmas cooking. Red and White Wines and The Beer Place - wine and beer tasting. What sort of format do we want? To be decided at next meeting.

Bridge evening, not before Christmas.

8.AOB. David Hugo, who is organising the Parish Plan, will be sending out a questionnaire to all residents. We would like a general question about what people would like to have in the Parish Hall to be included, possibly ancillary medical services.

Mrs. Eaton, the Ballet teacher, is being charged at the lower rate of £7 per hour although she and most of her pupils come from outside the parish. It was agreed that this should remain as all the children go to the school. The Line Dancing teacher, Sue Baines, can therefore only be charged at the lower rate.

We have said that we will make a contribution to a specific project at the School, which must not be any free use of the Hall. Ron will speak to Jill Harwood of the FTS.

Pat Crawford is concerned about cars parking on the outside of the sight splay of the car park with a potential for an accident, particularly when children have to pass on the outside. Is there any way of stopping them parking there? This will be discussed at our next meeting.

The meeting finished at 6.00 pm.

Signed *R. Parkin* (Chairman)

Date 8. 9. 08

The next meeting will take place on Monday 8th September, 2008, and the following meeting on Monday 27th October, at 4.30pm in the Yeo Room.

**MINUTES OF THE COMMITTEE MEETING HELD ON
MONDAY 8th September, 2008 AT 4.30PM
IN THE YEO ROOM.**

Present: Ron Parkin (Chairman), Chris White (Deputy Chairman), J Le Grice (Secretary), S Barnes, J Beven, P Hurrell, P Macdonald, L White.

1. Apologies. J Barton, P Crawford, D Houghton, K Livett, P Stanley.

2. Minutes. Signed.

3. Matters arising. June will have another key cut for the new notice board.

Ron is still chasing Beers to finalise the boundary agreement with the Prowses, which is ready for engrossment.

Peter brought up a point of discussion from the Parish Council meeting – should Mrs. Eaton be getting reduced rates for the hall and reaping the benefit of the Parish Precept? It was decided that, as most of her pupils go to the School and Pre-school and therefore parishioners are getting the benefit, her charges should remain at the lower rate.

4. Treasurer's Report. In the absence of the Treasurer, June, the Assistant Treasurer gave a brief report on the finances. July income was £1000 and August income was £1600 with only small expenditure. June and John Beven have negotiated some free advertising in the windows of Windeatts, the Solicitors, and Andrews, the Funeral Directors.

John and June Beven have designed a new Hall Brochure which has been sent to all Hall Users for their agreement. John will print them on the Parish Hall printer using our inks and therefore the only expense will be for paper.

It was agreed that there should be a minimum charge of £10 for the hiring out of chairs and tables to cover wear and tear.

5. Maintenance Committee Report. The chippings in the Car Park need to be re-graded as there are skid marks.

The lead on one valley has slipped back – this will be replaced.

One slate has been replaced.

There is still no news of any probationers to do the painting.

The Maintenance committee will paint below the dado – Margaret and David Houghton will organise the paint colour.

The floor needs oiling.

The fire alarm has been checked. The kitchen hatch shutter needs adjustment as the left-hand side is often stopping before it reaches the bottom.

Kit Marshall and Peter will do the shelf supports in the store room.

Phil Mingo will do the electrical trunking in the Yeo Room.

The door stops will be replaced with hooks and eyes.

The kitchen floor has been finished.

Plates must be rinsed before being put in the dishwasher for best results. Outside parties/caterers must be informed of this and check instructions for use.

6. Events.

Karema Quartet - an excellent performance and a large audience.

Aune Conservation Lectures, -interesting illustrated talks, around 40 people attending each lecture.

"Art and Craft Show". The hall full of lovely things. It was suggested that we might repeat this every 2 to 3 years. We might also have a Photographic show, maybe next Easter when holidaymakers are around.

We should have some light scaffolding with screening to display photographs. It may be possible to use the stage backdrop frame. Whilst the Hall does not have a camera group, TEAMAKERS do digital photography.

Sat. 13th September. Concert with Robin Brett and the Kenny family, plus others. "Concert for Megan". There will be a Power point show.

Autumn Fair, Sat. 27th September.

8th November – Armada Jazz. Probably £10 per head to cover costs. Bring own wine and food. Ron and Chris will sell numbered tickets.

Sat. 6th December – Christmas afternoon/evening. Flower arranging – Lisa Davies. (Studio Flowers) Arrangements to be raffled to cover cost of the flowers.

Linda (Red Earth) – Christmas cooking.

Red and White Wines and Quercus – wine and beer tasting.

Ron will talk to them about arrangements and if they want to charge, considering they will be getting free advertising.

Tickets, probably £10. Licence not necessary.

Possibilities. Barn Dance (Mrs. Crotty) for the Spring.

Look at Villages in Action Brochure.

Touring Company from Exeter Northcott Theatre.

Evening of "Party Pieces".

Piaffinite – Autumn 2009.

Tamaritans from Plymouth.

8.AOB. Tone Leisure have suggested taster sessions for Martial Arts, Street dancing and Salsa classes which might attract younger people. Also some professional input for the Keep fit class.

David Hugo will not be charged for the use of the Hall for Mary's funeral.

The meeting finished at 6.20 pm.

Signed Ron Parkin (Chairman)

Date 27. 10. 08

The next meeting will take place on Monday 27th October, 2008, and the following meeting on Monday 8th December, at 4.30pm in the Yeo Room.

MINUTES OF THE PARISH HALL COMMITTEE MEETING HELD ON
MONDAY 27TH OCTOBER 2008 AT 4.30 P.M IN THE YEO ROOM

Present: Ron Parkin (Chairman), Chris White (Deputy Chairman), S Barnes (Secretary), J Beven (Assistant Treasurer), J Barton, M Cater, P Crawford, K Livett, P Macdonald, L White. *J. Le Grice*

1. **Apologies.** P Hurrell, B Rhymes, P Stanley.

2. **Minutes.** Signed

3. **Matters Arising.** The Chairman welcomed Marilyn Cater as a representative for Bantham Sailing Club. He welcomed Shirley into the post of Secretary and thanked Judith for all her excellent work in that position in the past few years.

Karen asked Ron if the Keep Fit class mentioned in Item 8 (AOB) referred to the class which she is helping to run at present. Ron explained that when the hall was being built Tone Leisure had offered help and advice if qualified people were needed for Keep Fit and/or other activities. Ron has chased Tone Leisure regarding the three taster sessions suggested at the 20 August meeting with them.

Lisa said she would contact a lady who teaches dance in other villages to enquire if she would be interested to start classes at Thurlestone.

Pat Crawford reported that the cushions are coming along well and she has been given plenty of blue material for the covers.

Ron will write a letter of thanks to everyone who had helped with Youth Group which has now disbanded.

4. **Treasurer's Report.** In the absence the Treasurer, June Beven gave a brief report on the finances. The Third Quarter and the 9 months results are on target. Expenditure was slightly higher and the surplus remains stable.

The Arts & Crafts event raised £403 and the Autumn Fair over £700.

Due to illness Ray Tavender is unable to work but it was agreed to continue paying him during his sickness absence.

Mrs Jan Leadbetter cleans the hall twice a week and records her hours of work. She will be paid an hourly rate in line with that which she receives from the school.

Ron has received a letter from Beers enclosing a cheque for £1,000 bequeathed by the late Joan Galloway to the Parish Hall. It was agreed that this money should be reserved until we need to buy something which will remind us all of Joan's generosity. **Ron will write a letter of thanks through Beers to Joan's relatives.**

4.1 **Hire charges.** Julie Holland had asked Judith if the school should pay for hall bookings that they do not take up on days when they stay outdoors. In line with adult clubs which are not charged when they cancel, Judith agreed on this occasion for Julie to deduct the charge for the days when the hall was not used. There was some discussion on this topic. It was agreed that **Judith will arrange a meeting with Julie Holland, Ron Parkin and herself** with a view to an amicable arrangement. Too many cancellations would create a substantial reduction of income for the Hall.

Mrs Eaton (Ballet Class teacher) has changed her hours to 2.15 - 5 p.m. It was agreed that she should be charged for this whole period regardless of a short interval she has between two sessions. The reason being that no-one else could use the room during this interval period. Terms and conditions for hiring the Hall may have to be amended.

Amendments to Commercial Hiring:

Main hall: £15 per hour

Yeo Room: £12 per hour

Additional Charges per event:

Stage hire: £10

Erection of Stage: £20

Tables and chairs off site at a minimum of £10

All Ancillary equipment to be charged at a flat rate of £10

A list of revised hire charges for 2009 is attached.

5. **Maintenance Committee Report.** In the absence of Peter Hurrell Chris gave a brief report. The outside of the building does not need painting yet but the inside wall below the dado will be painted by the Maintenance Committee on Sunday 9th November. The colour has not to be decided

The floor will be oiled when the painting is finished.
The shutter in the kitchen cannot be adjusted due to fire regulations.

Phil Mingo has done the trunking in the Yeo Room.

The thermostat has been moved. **(Lisa will put it to the test on Bridge night to achieve a comfortable temperature).**

The hooks and eyes have not yet been installed to replace the door stops.

Chris's request in the Village Voice for help with audio/visual equipment has gone unheeded. A notice displayed at the Village Shop and at Buckland and Bantham may bring a better result.

6. **Events.**

6.1 **September Review.** The Concert for Megan was lovely and a great success. £800 was raised and shared between the Kenny family and the Parish Hall.

Another concert in a year's time and perhaps some young students from Kingsbridge College and Universities may wish to perform.

The Autumn Fair was a great success and raised over £700.

6.2 **Future Events.**

Armada Jazz 8th November. Tickets are selling and are still available.

A Taste for Christmas Sat. 6th November. Sally Reeves will do table decorations and Christmas wreaths. She is not expecting payment but **Ron will check whether she wishes to sell her arrangements and if one item could be raffled.**

Red Earth Kitchen will do canapes etc. for people to taste.

Red & White Wine - wine tasting.

Quercus Beer - beer tasting

Each demonstrator would have half an hour to talk about their products.

It was decided to commence at 7 p.m. and charge £6 for entry

June Beven will produce posters to advertise the event. This should give welcome publicity to all the demonstrators and their products.

New Year's Eve - Wednesday 31st December, 9 p.m. The usual arrangements, Disco music, bring your own food and wine etc.

Stephane Grappelli Music. **Judith to get details of cost etc.** Performers may require accommodation.

African Dance. No information available on this as yet.

Other possibilities for January/February:

Barn Dance - Lisa to see availability of Mrs Crotty.

Photographic Exhibition - possibly at Easter time.

7. **AOB.** An excellent display board has been designed and assembled by John Beven to whom we extend our thanks. This will be displayed in Windeatts display window in Kingsbridge in the near future.

Car Parking. Some drivers are worried that they may damage cars on the rocks which have been placed on the far side of the car park. These could be removed if the lights are repositioned to a place where they cannot be broken by cars parked carelessly. The teachers and others should be asked to park more tidily and a little closer to adjacent cars. Some space is being wasted by untidy parking.

8. **2009 Meeting dates** will be decided at the next meeting.

The meeting closed at 6.20 p.m.

Signed *Ron Parkin* (Chairman)

Date: *8/12/08*

The next meeting will take place on Monday 8th December, 2008 at 4.30 p.m. in the Yeo Room.
2009 Meetings to be advised.

MINUTES OF THE PARISH HALL COMMITTEE MEETING HELD ON
MONDAY 8TH DECEMBER 2008 AT 4.30 P.M IN THE YEO ROOM

Present: Ron Parkin (Chairman), Chris White (Deputy Chairman), Patrick Stanley (Treasurer)
S Barnes (Secretary), D Houghton (Hall Development), J Barton, M Cater, P Crawford,
J Le Grice, P Macdonald, L White.

1. **Apologies.** J Beven, K Livett

2. **Minutes.** Signed.

3. **Matters Arising.** Correspondence between Ron and Andy Richards of Tone Leisure had been communicated to members. Andy is seeking funding for Taster Sessions he is hoping to provide eventually within the District. Further information regarding Kurling has yet to be received. **Lisa** has not yet been able to make contact with a dance teacher.

Pat Crawford has completed and delivered 25 cushions which have been well received by the Bridge Groups. The cushions are kept in the storeroom at the end of the hall. **Ron** has written to Martin Beck to thank him for his work for the Youth Group.

Judith had spoken to Julie Holland regarding payment for bookings which are not used. Due to the busy time close to Christmas they both agreed to discuss the matter early in the New Year.

Ron has written to David Galloway expressing our appreciation and pleasure for his late mother's generous donation of £1,000.

4. **Treasurer's Report**

4.1 **Year to date:** Patrick apologised for an error in the accounts at the end of the third quarter following a query by Ron and Chris regarding expenditure for maintenance. £1,000 was spent last year on new equipment. He had inadvertently double listed an invoice for £500. This has now been rectified.

The Armada Jazz evening raised £520 after paying cash to the performers.

A Taste of Christmas raised £293 from which Lisa deducted £10 for Christmas tree decorations.

4.2 **Budget 2009:** The current state of the account is good. No major capital expenses for 2009 are anticipated.

5. **Maintenance Committee Report**

In the absence of Peter Hurrell, Chris reported that the floor has been oiled and the lines will be up-rated soon.

The outside of the hall will be painted next year with outside contractors. The inside will be done by the Maintenance Committee.

The dishwasher inlet pressure valve has been replaced. People who use the kitchen do not always rinse the plates and this has caused a lot of problems. Ray could be asked to clean the dishwasher after parties. **Pat Macdonald** suggested that an additional page of "things to do" when using the equipment could be attached the usual booking form.

The instructions for the use of the cooker have gone missing. Chris is trying to find a replacement. (**Kit Marshall** may be able to help).

The "A" frame to display a notice regarding parking for hall users only, has now been cleaned. **David** had the materials to do the job.

Ray has fitted hooks and eyes to most of the doors.

Lisa reported that the thermostat worked well on Bridge nights and there had been no complaints.

The second-hand Sky box has given some problems. Chris has spoken with Thompson Aerials and could purchase a Free Sat Box for £50 or buy a new Free Sat Recorder.

Pat Macdonald asked if we have a TV licence for the hall. Patrick checked his records and the current licence expired on 15th October but he had no record of having received a reminder.

6. **Events.**

6.1 **Review of October & November:** Both the Armada Jazz evening and the Taste of Christmas event had been very successful. If we repeat the Taste of Christmas in future it was suggested that all the 2 talks be done first in succession followed by the tasting of sample food and drink. People could then spread out at the various stations to avoid everyone crowding round one place. **Ron** will write to thank June and John Beven for the excellent posters they made for this event.

6.2 **Future Events:**

Jan/Feb/March: 10th Jan. NSPCC Quiz Night.

Chris will explore the possibility of **Folk Evening**. He will speak with Bruce Murray for more advice.

Lisa agreed to book 21st February for **Barn Dance** with Mrs Crotty.

"**Celebrating Stephane Grappelli**". **Judith** has received details about Tim Kliphuis Swing Fiddle Trio who will be touring in the South West next November. The normal cost would be £600 but they are prepared to accept £500 and the use of Ron's holiday home. Reviews of their performances have been very good. **Judith** will book them for the 2nd or 3rd week in November 2009.

New Year's Eve: Chris will liaise with June re posters. A poster should be displayed in the box outside the shop. No tickets will be issued but bookings will be made over the telephone as advertised in Village Voice. There will be some local entertainment.

Spring/summer/autumn:

Photographic Exhibition: Keith Millman and Mike Sparrow have expressed their willingness to mount an exhibition of their work. This could be arranged during the Easter holiday period, possibly the Easter weekend.

Cream Teas: In the summer at the Parker-Smiths' garden.

Bowls and Barbeque: This would be an excellent event which could take place early in the summer holidays. Further discussion needed in January.

Last Night of the Proms: John Lavelle has suggested this event for September.

Autumn Fair: To take place in October.

Ron has been in touch with Sharon Mitchell, Head of Music at Kingsbridge College. He will talk to her again in the New Year regarding another concert at the hall by a new generation of students.

7. **Proposed Dates for 2009 Meetings**

12 January, 9 March, 27 April, 8 June, 20 July, 7 September, 26 October, 7 December
AGM 31 March at 6.00 p.m.

8. **Any Other Business**

Betty Rhymes is no longer on the list as representative for Thurstlestone School.

The kitchen cupboards and the store room need cleaning regularly. **Judith** suggested we set up a working party.

The meeting closed at 5.45 p.m.

Signed: *P. Parkin*

Date: 12. 9. 09

The next meeting will be on 12th January 2009 in the Yeo Room at 5.00 p.m. (Note this time).