

Thurlestone Parish Hall Committee
Jubilee Meeting Minutes

Monday 23 May 2022, 4.30pm

Present:

Alison Daily	Vice Chair	Sian Hodges	Parochial Church
Karen Barker	Secretary	Alastair Durden	Co-opted Member
Diane Martin	Bookings	Viv Gibby	Friend of Parish Hall
Sue Dwyer	Horticultural	Dave Gibby	Friend of Parish Hall

	Agenda Item	Action														
1.	<p>Apologies</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Chris White</td> <td>Maintenance</td> </tr> <tr> <td>Lisa White</td> <td>Treasurer / Bridge</td> </tr> <tr> <td>Mike Stickland</td> <td>Village Voice</td> </tr> <tr> <td>Jo May</td> <td>Friend of Parish Hall</td> </tr> <tr> <td>Saffron Craig</td> <td>Keep Fit</td> </tr> <tr> <td>Lynsey Sizer</td> <td>Facebook</td> </tr> <tr> <td>Lucy Pannel-Woodward</td> <td>Co-opted Member</td> </tr> </table>	Chris White	Maintenance	Lisa White	Treasurer / Bridge	Mike Stickland	Village Voice	Jo May	Friend of Parish Hall	Saffron Craig	Keep Fit	Lynsey Sizer	Facebook	Lucy Pannel-Woodward	Co-opted Member	
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Lynsey Sizer	Facebook															
Lucy Pannel-Woodward	Co-opted Member															
2.	<p>Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 11 April 2022 were agreed and will be signed at 23rd May meeting.</p> <p>The minutes of the meeting held on Thursday 12 May 2022 were agreed and signed.</p>															
3.	<p>Platinum Jubilee Family Fun</p> <p>Friday 3rd June 2022 6pm – 8pm</p> <p>Poster Poster updated. Printing and Laminating to be carried out followed by distribution.</p> <p>Action: Diane to print and laminate the posters Action: Lucy to distribute the posters as per the fixing list</p>	<p>Diane Lucy</p>														

Setup

Depending on the weather decide nearer the time on whether to use the marquee.

Games

Game	Steward
Tickets	Printing by Neill Selling Karen & Brian
Archery	Sue & Jo
Bar Skittles	Viv or Dave
Boules	Graham & Val
Golf	Jill & Brian
Hook a Duck	Christine
Human Fruit Machine	Paul & Diane & Alison
Kurling	Mike Bone & Jill Miller
Quoits	Sylvia
Shove Ha'penny	Viv or Dave
Splat the Rat	Alistair
Table Tennis	Alan

Updated list of stewards above.

Food Stall

Alison to meet with Suzi to discuss the organisation of the food.
Meeting to happen this week, possibly Wednesday.

Action: Diane to liase with Suzi on a day/time for meeting

Action: Alison/Diane to agree with Suzi what elements of the Food Stall she is covering.

Accompaniments to be ordered from either a supermarket or wholesaler.
Viv confirmed she will organise and make the coleslaw.
Alison purchasing 3 boxes of potatoes for £24

Use the print room for the hostess trolleys. Alison also has a plug in coolbox but we will need some extension leads.

Action: Diane to speak to Paul to see if he has anything suitable.

Plates/Bowls made of Palm Leaf agreed – 50 for £16.99. Further 50 to be ordered.

Cutlery – Options to buy separate for £10 per 100 or comes ready wrapped in a napkin for £20 for 100. All Agreed to purchase the ready wrapped.

Diane
Alison / Diane

Diane

	<p>A float will be needed for the Food Stall on the day.</p> <p>Action: Lisa to organise a float for the food.</p> <p>Bar Chris has ordered the Beer and will organise the rest of the drinks when he returns from Holiday.</p> <p>Tickets Tickets have been printed Action: Sum-up Card Reader to be available for the event</p>	<p>Lisa</p> <p>Lisa</p>
<p>4.</p>	<p>Platinum Jubilee Concert</p> <p>Saturday 4th June 2022</p> <p>Currently 66 on the list, advertising in Village Voice out on Friday.</p> <p>Time BBC Concert starts at 7.30pm Hall event to start at 6.30pm</p> <p>Poster Poster ready for printing and distribution</p> <p>Action: Karen and Diane to organise the poster printing and distribution</p> <p>Tickets Wendy Neukirchen has volunteered to deliver tickets on The Mead. Distribution to commence Monday 30th.</p> <p>BBC T&C's The BBC will grant non-exclusive rights to screen the Programme subject to the following terms and conditions:</p> <ul style="list-style-type: none"> • the BBC will not supply a direct feed, any access to the BBC transmission must be taken from the live BBC broadcast; • you have the appropriate consents to enable the public performance of an off-air broadcast, such as a current TV Licence and a PRS Licence; • you must not suggest or imply that you or your screening are endorsed or associated with the BBC (for example, through use of the words 'BBC' or the BBC logo); • you shall only screen the Programme using a screen/TV/projection system which is of adequate quality allowing for a true representation of the BBC broadcast; 	<p>Karen / Diane</p>

	<ul style="list-style-type: none"> • you shall not place any sponsorship or advertising on, around or adjacent to the screen/TV/projection system which might imply an endorsement of any commercial product or service and your screening should not be used to publicise or promote any other commercial or political activity; • no payment or charge may be made to the general public for the direct privilege of viewing the Programme. If you are thinking of charging an entrance fee you should do so only on the basis that the fee is not levied for viewing the Programme but for covering your costs such as heating, lighting, hall hire, refreshments etc; • you will not record, copy, reproduce, distribute nor re-screen the Programme; • you will not bring the BBC into disrepute in any way; • you acknowledge that the BBC is under no obligation to transmit the Programme in any form or at any time and that the BBC will not be liable for the continuity, availability or reception of the Programme at your premises; <p>Action: Chris to confirm whether we hold a PRS Licence</p> <p>Setup Setup in the morning at 10am, bunting, tables, flags and flowers Banqueting roll for tables Wine glasses and napkins on tables Testing of the projector/system in the morning.</p> <p>Pack up Pack up at close of the event Tables and chairs are required for the Sunday Street Party. Diane advised Jenny is attempting to get some undertaking from the council to cover any damage.</p>	Chris
5.	<p>Open Gardens</p> <p>Saturday 4th June 2022 1pm – 5pm</p> <p>Gardens Confirmed as:</p> <p>Sue Dwyer’s Lower Kerse Hal Plews’ Lesley Ferguson’s The Old Rectory gardens</p> <p>3 stewards are needed for The Old Rectory Gardens, access is through the Rigby’s garden. Sian has offered to help.</p>	

	<p>Balloons Blue balloons to each garden. Paul to blow them up Sue will deliver them the morning of the event</p> <p>Plant sale – Plants are currently growing in readiness for the sale. Sue would like some help with manning the stall. Couple of volunteers requested. Sue’s sister and a couple of others have volunteered to sell the plants.</p> <p>Map and Poster Poster is drafted and Map to be drawn and printed.</p> <p>Action: - Karen to update and draft the map</p> <p>Tickets The Parish Hall will be open for the purchase of the map and tickets at £2 each and children free. Tickets will also be available at each garden. Need someone to sell, possibly Lisa?</p> <p>Action: Lisa to confirm is she is selling the tickets Action: Karen to produce tickets</p> <p>Tea & cake Tea & cake will be on sale in the Parish Hall. Vera Pailthorpe is organising and selling the cakes.</p> <p>Vera has requested some help with the making of some cakes. Diane, Viv, Alison, Jo, Alastair, Sian all volunteered to make cakes.</p> <p>Vera has raised concerns about any covid restrictions – confirmed there are none. Tables will be spaced out. Vera would like to be in earlier in the day to setup.</p>	<p>Karen</p> <p>Lisa Karen</p>
6.	<p>Autumn Food & Craft Fair September</p> <p>Diane is currently looking into: How many tables we want to set up Talking to Sue Durrant to see what pricing she does at her craft fair Speaking to Lynsey about kicking off a social media campaign</p> <p>Full details will be worked through after the jubilee weekend.</p>	

Finance report

Quarter 1

Income

1. We received money for 8 parking permits @£65 each = £520.00.
2. Donations –
 - a. £2667.00 from South Hams District Council as part of a start-up after Covid
 - b. £10 from Amanda Bennett for the use of one of our wheelchairs
 - c. £383.60 from the Horticultural Show when they closed. Their funds were split equally between Thurlestone Parish Hall and South Milton Parish Hall
 - d. £200 from Thurlestone & West Buckland WI when the WI closed.
3. Events income –
 - a. £750.00 from the sale of tickets for the Tim Kliphuis concert – 50 tickets @ £15 each
 - b. We did receive interest on the deposit account but I don't appear to have entered it.

Expenditure

1. £945.00 paid to Tim Kliphuis trio (£900 fee +£45 towards hotel expenses); £6.12 to the Sum-up card – (charges incurred when tickets for Tim Kliphuis were paid with a card)
2. £23.25 paid to Diane Martin for the bar licence for the Fun Day including postage.
3. £44.39 to Sylvia Woodford for the AGM expenses.
4. New Equipment - £39.99 to Paul Martin for ? and £64.96 to Paul Martin for 2 x HDMI cables.
5. Caretaker costs – We were paying £42 per week for cleaning but in the middle of January this cost went up to £45 per week.
6. Electricity – we were paying £109 per month but this went up to £148 per month in March.
7. Oil – We topped up the tank costing £331.80
8. Insurance – Sabre Insurance wondered if we wanted to take out another insurance to cover the trustees (we do this on the Mead to cover the Directors of MMCL)
9. Repairs –
 - a. £5549.33 to J & T Electrical to sort out the electricity debacle – all of which has since been refunded by Western Power Distribution;
 - b. £243.97 for the service of the Floor Cleaner;
 - c. £638.40 to J & T Electrical Services to sort out the car park lights (Chris didn't think that this was anything to do with Western Power)

Quarter 2

	<p>Income</p> <ol style="list-style-type: none"> 1. Car Parking Permit - We received money for 1 more parking permit. 2. Donations – Amanda Bennett gave us another £10 for the use of one of the wheelchairs. 3. The income only includes the April hiring. 4. Uncategorized Income - £5549.33 from Western Power Distribution. <p>Expenditure</p> <ol style="list-style-type: none"> 1. Events Expenditure – <ol style="list-style-type: none"> a. £70.90 to Paul Martin for Jubilee materials; b. £12 to Alison Daily for vases; c. £76.95 to Paul Martin for a new A1 noticeboard to go at the entrance to the Parish Hall car park. 2. Repairs – <ol style="list-style-type: none"> a. £243.18 to Dart Fire Protection for the servicing of the alarms. <p>Sian advised the church has had a company turn up to check the fire extinguishers who has got hold of a revival companies customer list. They turn up and charge even though there is no contract.</p> <p>Company mentioned is one of the companies involved so something to keep an eye on.</p> <p>Action: Lisa and Chris to note</p>	<p>Lisa / Chris</p>
<p>7.</p>	<p>AOB</p> <p>Police Hubs Letter from our MP about use of hall for Police Hubs. All agreed a good idea but due to number of bookings would need to be at a regular day or time. Adhoc wouldn't work as no one would know they are here.</p> <p>Action: Diane to get in touch with Catherine to discuss and progress.</p> <p>School Afternoon Tea Wednesday afternoon this week. From 2pm.</p>	<p>Diane</p>

The meeting closed at 17.30pm.

Next Meeting	
Monday 4 th July 2022 @ 4.30pm	Yeo Room

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

Chairman