

Thurlestone Parish Hall Committee  
Jubilee Meeting Minutes

Monday 11 July 2022, 4.30pm

**Present:**

Karen Barker	Secretary	Sian Hodges	Parochial Church
Diane Martin	Bookings	Sue Dwyer	Horticultural
Lisa White	Treasurer / Bridge	Viv Gibby	Friend of Parish Hall
Chris White	Maintenance	Dave Gibby	Friend of Parish Hall

	Agenda Item	Action														
<b>1.</b>	<p><b>Apologies</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Alison Daily</td> <td style="width: 50%;">Vice Chair</td> </tr> <tr> <td>Alastair Durden</td> <td>Co-opted Member</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>	Alison Daily	Vice Chair	Alastair Durden	Co-opted Member	Mike Stickland	Village Voice	Jo May	Friend of Parish Hall	Saffron Craig	Keep Fit	Lynsey Sizer	Facebook	Lucy Pannel-Woodward	Co-opted Member	
Alison Daily	Vice Chair															
Alastair Durden	Co-opted Member															
Mike Stickland	Village Voice															
Jo May	Friend of Parish Hall															
Saffron Craig	Keep Fit															
Lynsey Sizer	Facebook															
Lucy Pannel-Woodward	Co-opted Member															
<b>2.</b>	<p><b>Minutes of previous meeting</b></p> <p>The minutes of the meeting held on Monday 23 May 2022 were agreed and will be signed at the next meeting.</p>															
<b>3.</b>	<p><b>Action Log</b></p> <p>See action log for updates and new actions.</p>															
<b>4.</b>	<p><b>Platinum Jubilee Family Fun</b></p> <p>General feedback from all:</p> <p>Event went well, very successful, lots of holiday makers. Food just broke even, but not having done it before it was still a success. Feedback from the visitors on the potatoes was very positive.</p> <p>Everyone enjoyed the sit down at the end and all agreed this should be a planned sit down funded by the hall going forward.</p> <p>Food:</p>															



	Orange Squash glass	1 bottle @ £1.75, 1 Jug sold for 30p per glass	
	Plastic Tumblers	4 x 15 pack 0.5 pint @ £2.35 each + 3 x 15 pack pint @ £3.00	
	Ticket Sales	£ 110.00	
	Bar Takings	£ 228.00	
	Baked Potatoes	£ 90.00	
	Sum-up sales)	£ 64.40 (used by ticket, food and bar sales)	
	Total Income	<b><u>£ 492.40</u></b>	
	Bar Costs	£ 148.68	
	Bar Licence	£ 23.25	
	Food – Baked Potatoes	£ 104 59	
	Wooden Plates & Cutlery	£ 36.98	
	Sum-up	£ 1.08	
	Total Expenditure	<b><u>£ 314.58</u></b>	
	Profit	<b><u>£ 177.82</u></b>	
<b>5.</b>	<b>Platinum Jubilee Concert</b>		
	<p>Everyone enjoyed the concert and felt that streaming future events was a good idea. Suggestions to explore were Last night of the proms; National Theatre events; possibly Glastonbury (depending on times); Glastonbury</p> <p>The 2 ticket limit may have put some people off. Sian suggested having a limit but stating that after a particular date more tickets can be applied for. It was also discussed and agreed that the minimum should be an initial limit of 4 per household.</p> <p>Discussion went onto other live events we could hold:</p>		

	<p>Xmas party; Band – Wireless who played at the street party went down well; Grooveline who have previously played at the hall was a very successful event; Murder Mystery; Chris and Lisa mentioned the Budapest Café Orchestra who play Hungarian Folk music. Alastair has also spoken to Divertimento Ensemble who are touring in October with dates available.</p> <p>Karen asked if the committee had ever sent out a survey/questionnaire asking the residents what they want or are interested in? Should we or could we?</p> <p>Karen to speak to Alison about whether to mention it in the write up for the next issue with the option to have a questionnaire as an insert for the Oct/Nov issue.</p>	Karen						
6.	<p><b>Open Gardens</b></p> <p>Sue thanked everyone for their help and especially the cakes, they did us proud.</p> <p>Very good event, very lucky with the weather. There were lots of comments shared on the variety of the gardens, it was a shame Court Park closed early.</p> <p>General feedback was that the tickets were too cheap, as was the tea and cake.</p> <p>Alison fed back that the selection of cakes was brilliant but needed a few more tables. There were also requests for Earl Gray and Mint tea and a dog bowl. We should consider purchasing these for next time.</p> <p>Sue is looking to stand down from organising the future events but is happy to help. Sue has spoken to Lesley Ferguson who is happy to step in with support.</p> <p>Dave and Viv said they would definitely consider opening their Garden next time and Sue advised that she had spoken to Fiona Drye (house next to the school) who is happy to show her garden as well.</p> <p>All agreed we need to think about the right price point for the tickets. National Gardens charge £6, all felt this was too high but that £2 was definitely too low. Lisa suggested £2.50 as rounds the price up for pairs or groups of 4.</p> <p><b><u>Finance Report</u></b></p> <p><b>Income</b></p> <table data-bbox="201 1928 727 2038"> <tr> <td>Ticket Sales</td> <td style="text-align: right;">£346.55</td> </tr> <tr> <td>Plant Sales</td> <td style="text-align: right;">£366.50</td> </tr> <tr> <td>Tea and Cake</td> <td style="text-align: right;"><u>£153.00</u></td> </tr> </table>	Ticket Sales	£346.55	Plant Sales	£366.50	Tea and Cake	<u>£153.00</u>	
Ticket Sales	£346.55							
Plant Sales	£366.50							
Tea and Cake	<u>£153.00</u>							

	<p>Total £866.05</p> <p><b>Expenditure</b></p> <p>Printing of Maps (VV printer) £30.00</p> <p>Card &amp; laminating Pouches <u>£13.28</u></p> <p>Total £43.28</p> <p><b>Profit</b> <b>£822.77</b></p> <p>Please note that all the refreshments were donated.</p>	
<p><b>7.</b></p>	<p><b>Autumn Fair – September/October</b></p> <p>Due to a number of conflicting events in Septembers the two options available for the fair are 1<sup>st</sup> or 8<sup>th</sup> October. The 1<sup>st</sup> clashes with farmers market in Kingsbridge. The general view was that as the 1<sup>st</sup> October was not in holiday time the farmers market wouldn't impact on attendance. Date agreed as 1<sup>st</sup> October.</p> <p>Diane met with Lynsey to discuss the social media campaign for the fair. Lynsey will create an events page and has proposed boosting the events page at a cost of £5. All agreed this is worth while.</p> <p>Karen has drawn up a poster to invite stall holders, just need to discuss and agree the date. The poster will be sent out to a list of various local businesses. Sue Durrant has also agreed to distribute the poster to her traders and Tesco list which is greatly appreciated. Diane is also going to take a poster in for the Craft Group who use the museum. Karen will also draft a general event poster ready for the village voice and the usual distribution.</p> <p>Aim is for 21 tables and we are keen to get a mix of Art and Crafts and produce stalls. On sign up traders will be asked to do 2 social media posts tagging our page and be asked to supply a raffle prize. Once signed up Lynsey will also post on our page daily who the stall holders are. Traders will also be given tickets to access the inclusive refreshments.</p> <p>Refreshments (tea, coffee and cakes) will be sold – need volunteers to make cakes.</p> <p>At Sue Durrant's event she sold 100 raffle tickets ahead of the day. Diane to check how Sue did this as it was raised this would require licensed tickets as has been done by the Church for their fete.</p> <p>Sue, who is a member of Devon Weavers Workshop, advised they may be interested in a stall. Diane to send Sue the details.</p>	<p>All</p> <p>Diane</p> <p>Diane</p>

## 8. Finance Report

### Income

1. Car Parking Permit – We received money for 1 more parking permit for Just a Cottage.
2. Donations – Amanda Bennett gave us another £10 for the use of one of the wheelchairs.
3. Events Income - £492.40 for Family Fun Evening and £866.05 for Open Gardens – see separate accounting sheets.
4. Feed-In Tariff generated £1033.67, the highest payment that we have ever received.
5. Hire of Chairs – 60 hired by Rosalind Spears.
6. Uncategorised Income - £5549.33 from Western Power Distribution – insurance claim.

### Expenditure

1. Events Expenditure - £72.90 to Paul Martin for Jubilee materials; £12 to Alison Daily for vases; £76.95 to Paul Martin for a new A1 noticeboard to go at the entrance to the Parish Hall car park + £12.99 for the wooden poles to support the noticeboard; £8.99 for Laminating Pouches mostly used for Jubilee weekend; £291.33 (+£23.25 for Bar Licence paid out in quarter 1) for Family Fun Evening; and £43.28 for the Open Gardens .
2. New Equipment - £47.21 for printer ink and £49.99 for a laminator (for the Parish Hall currently with Karen Barker, to be stored at the hall).
3. Caretaker Costs – 13 weeks @ £45 per week.
4. Telephone and Internet - £31.96 per month + a few telephone calls.
5. Electricity - £148 per month
6. Repairs - £243.18 to Dart Fire Protection for the servicing of the Fire Extinguishers and £125.40 to South Hams Plumbing and Heating for the Boiler Service.

### Quarter 3

#### Income

1. £60 for Hire of 100 chairs and 20 tables to Katie Hurrell

#### Expenses

1. Caretaker Costs – 1 week @ £45
2. Telephone and Internet – 1 month @ £31.96

Current Account: £33425.32

Deposit Account: £53651.45

Money to be banked £1364.05 I now have a card to pay cash in at the Post Office.

	<p>Mike Stickland has emailed Lisa advising of a New grant which is available as part of platinum jubilee. Having looked into it our hall maybe in too good condition, however, there is an option to express an interest. Lisa will express an interest to see if get more info on the criteria.</p>	<p>Lisa</p>
<p><b>9.</b></p>	<p><b>Maintenance Report</b> Report from Chris:</p> <p>There is an issue with the electrics not working as they used to. The electrician repaired the car park lights when they fused. For the repair they took a feed from hall with standard cable in ducts. Lights tripping was caused by water getting into the duct. A quote to rewire them is due. Chris to chase the electrician for the quote.</p> <p>Car park is a mess, gravel and lots of weeds. The weeds have been an issue since the caretaker left. Chris is currently looking for someone, Sue knows the person who does the footpaths on Yarmer. Sue to send Chris the details.</p> <p>On the to do list:</p> <p>The screen on the entrance of the hall. Chris is on the hunt for traders. Karen to send Chris the details of the company doing some work on No 5.</p> <p>Outside of the hall needs painting.</p> <p>The floor needs Oiling.</p> <p>Feedback from Alison: Splashes up the wall – needs a bit of a clean and the corners are being missed Chris to speak to the cleaners.</p> <p>The 2 WI benches from the Queen’s Coronation are very rickety. Can they be salvaged? Painted? Lisa advised that the £200 donated from the WI is with the condition the funds are used for the upkeep of the benches. Agreed to the benches should be repaired. Diane to speak to Paul.</p>	<p>Chris</p> <p>Sue</p> <p>Karen Chris</p> <p>Chris</p> <p>Chris</p> <p>Chris</p> <p>Diane</p>
<p><b>10.</b></p>	<p><b>AOB</b> Alison has suggested we purchase another Bench to mark the Queen’s Platinum Jubilee. All agreed. Options to be explored.</p> <p>Diane – method of getting married has changed. Bookings for the hall are as a backup in the instance of bad weather. We have lost 2 bookings after requesting payment up front, however they are booking the table and chairs for use in marquees. The issue raised is should we be allowing all of our tables and chairs to be used for weddings and if so, should we increase the charge. To be added to the agenda for next time to decide approach/cost.</p>	<p>Karen</p>

The meeting closed at 6.33pm.

<b>Next Meeting</b>	
Monday 15 <sup>th</sup> August 2022 @ 4.30pm	Yeo Room

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

Vice Chairman