

Thurlestone Parish Hall Committee
Meeting Minutes

Monday 11 September 2023, 4.30pm

Present:

| | | | |
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| Malcolm Breton | Chair | Gill Stone | Parish Council |
| Alison Daily | Vice Chair | Sue Dwyer | Horticultural |
| Karen Barker | Secretary | Diane Martin | Co-opted Member |
| Ingrid French | Bookings Clerk | Dave Gibby | Friend of Parish Hall |
| Lisa White | Treasurer / Bridge | Viv Gibby | Friend of Parish Hall |
| Chris White | Maintenance | Jo May | Friend of Parish Hall |
| | | Anna Burhouse | Friend of Parish Hall |

| Agenda Item | | Action |
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| 1. | <p>Apologies</p> <p>Sian Hodges Parochial Church Matt Bright Friend of Parish Hall Caro Mellor Friend of Parish Hall</p> | |
| 2. | <p>Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 31 July 2023 were agreed and signed.</p> | |
| 3. | <p>Action Log</p> <p>See action log for updates and new actions.</p> | |
| 4. | <p>Finance Report</p> <p>Income Quarter 3</p> <ol style="list-style-type: none"> 1. Car Parking - £20 for temporary parking of David Lynall's boat. 2. Sea Shanty evening £470 – 94 tickets sold (apologies, I put 47 tickets on my email) 3. Main Hall Commercial – Sentinel Health Care 3.5 hours @ £16 per hour = £56 + Garage Auction Event £450 = £506 4. Main Hall Parish - @£9 per hour 5. Main Hall Private Party – 2 parties @£12 per hour (1 party added an extra ½ hour since July meeting) | |

6. Yeo Room Parish - @ £6 per hour
7. Hire of 64 chairs to Rosalind Spears. We still only charge Rosalind £0.20 as a long standing regular customer since 2012. This was agreed at the committee meeting in September 2022.

Expenses

Quarter 3

1. Events Expenditure – £42 to Ingrid French for 2 Bar Licences –SHDC declined the applications because Ingrid had applied too many times but still took the money. £42 to Karen Barker for 2 Bar Licences for the Pub Night in September and the Divertimento Concert in October.
2. New Equipment - £5.50 to Chris White for Black Bin Bags. £19.99 to Chris White for Google Chromecast Voice Remote (Snow). £3033.72 to Quantum Partners Ltd – IHP – 4 Infrared Heater Panels as per quotation received. £22.52 to Anna Burhouse for First Aid Kit Supplies
3. Caretaker Costs - 10 weeks @ £50 per week.
4. Telephone and Internet - £85.77 for full quarter.
5. Cleaning Materials – Hoover Bags
6. Electricity Costs - July payment £130.85 (for June usage), August payment £140.09 (for July usage) and £191.48 (for August usage).
7. Water Rates - £83.85 for quarter 3.
8. Repairs - £882 to Start Point Flooring for oiling the floor in the Main Hall. £232.09 to Paul Martin for replacement kitchen taps.

The payment of £3033.72 for the infrared heaters is capital expenditure towards updating the heating system in the Yeo Room, hallway and toilets.

Finance sub committee is yet to be setup. Finance reports show an ongoing deficit, which is not reflective of our current financial position due to planned capital expenditure. Malcolm raised the concern that questions could be raised at the AGM as to how they are presented. Malcolm stressed his comments are not a criticism of how the finances are reported, he just feels we need to agree a restructure of the budget into Profit and Loss and Capital expenditure. Chris raised that there maybe an issue if we choose to depreciate the value of the hall yearly and felt that it may be an unnecessary complication to revalue and the splitting the accounts. Malcolm raised that re-evaluation is different to capitalisation.

Finance sub committee meeting to be organised to start looking at the budgets for next year. Meeting to be held in November. Lisa, Dave, Malcolm and Karen to attend.

Some questions:

1. What are we charging the Friends of Thurlestone School for the use of the Car Park in September? It has been £75 specifically paid by the FTS towards the upkeep of

Lisa

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| | <p>the Parish Hall Car Park. £200 agreed. Invoice to be sent to Karen for inclusion in the letter to be sent to the school.</p> <p>Current Account £19116.84</p> <p>Deposit Account £55335.47</p> <p>Money to be Banked £265.00</p> | Lisa |
| 5. | <p>Maintenance Report</p> <p>See maintenance log for updates and new actions.</p> <p>Gill has offered a brand new magnetic notice board to the hall. Gill to send Chris the measurements.</p> <p>IR heating - panels have been delivered and paid for. They are currently stored in the loft.</p> <p>Floor oiling – have we had any feedback on the different finish? Yoga – the finish is much better Line Dancing - find the floor sticky so prefer previous finish. Next year we need to decide on the finish and whether we do it ourselves.</p> <p>Weeding of the car park – the team who carried out the work completed as much as possible on the day. The dumpy bags are awaiting to be cleared. The person who offered to clear them has been unable to do it, so Chris, Mike and Paul will do it. Malcolm also offered to help.</p> <p>Alison raised that since the work a number of people have since offered to help. A general shoutout to go out for next time.</p> <p>An initial estimate has been received to replace the front door for £5000. Chris needs a decision on whether we wish to continue to explore replacing the door.</p> <p>Reasons for looking at the door</p> <ol style="list-style-type: none"> 1) the pin on the door that remains closed, has been repaired but will need to be done again, 2) is the work to improve the look of the hall. The two locks have also been an issue due to children pressing the buttons on the bottom lock. <p>The hinges have lost their powder coating and the aluminium streaks down the door. Now the windows have been installed this may improve.</p> <p>We either spend the £5,000 or clean them up and see if we can find some replacement handles, and see if there is any improvement following the install of the window, or replace them and benefit from new doors with the added weather protection.</p> <p>Malcolm feels the funds look like we will come out balanced at the end of the year. Are we going to increase the income from the hall to cover the additional cost that would be required to replace them in 2-3 years time?</p> | Gill |

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| | <p>Does the committee agree to Chris pursuing this and getting a contractor in to review the options and provide a formal quote? Agreed.</p> <p>A question was raised as to whether we need 2 locks? The two locks was due to the numerical lock previously being mechanical with 1 code rather than digital. It then required the bottom lock for security overnight. Is there a digital lock that also provides the ability for an over night lock? To be explored. Agreed a budget of £6000.00 for replacement door and lock system.</p> <p>New item – We have some scaffolding in the loft, which is heavy but doesn't reach the ceiling. We have the opportunity to purchase an aluminium scaffold tower from Julie Slater. It is slightly more complicated to put up than the one we have but is taller. Julie is asking £350 for it, new it would be £1000. We have room to store it. The maintenance committee have discussed it and feel it is worth having. Committee agreed to the purchase but see if we can negotiate on the price.</p> <p>Malcolm asked if the maintenance committee can discuss at their next meeting what they would like to do next year so they can be included in the finance discussions for next years budget. In particular large/exceptional items and when they would likely hit the budget.</p> | <p>Chris</p> <p>Chris</p> <p>Chris</p> <p>Maint. Comm</p> |
| <p>6.</p> | <p>Review of Events</p> <p>Womens Football Final Went well and had mainly families along with holidaymakers. We didn't do a bucket collection. Feedback was floor had needed sweeping, but unfortunately the cleaners were away that week.</p> | |
| <p>7.</p> | <p>2023 Events</p> <p>16 Sept Pub Night Co – Ordinator - Malcolm Same as previous pub nights Malcolm is away, Maggie available to bring stuff up. Setup from 5.30pm (Karen, Chris, Ingrid, Tony, Anna & Martin) Skittles, dart board, pool table, bar, tables for cards, dominoes, draughts</p> <p>20 Oct Divertimento Co – Ordinator - Karen Bar for start and interval, No food Setup under the clock with theatre seating around. Setup to start at 4.30pm Provide drink/sandwiches Tickets £15</p> | |

- 28 Oct** **Rugby World Cup Final 8pm**
Only if one of the home nations are in the final
Semi finals are 1 week before so will know if one of the home nations are in the final.
Have a bar
- 25 Nov** **Pub Night**
Co – Ordinator - Malcolm
Same as previous pub nights

8. Events Committee – 2024

Malcolm wanted to congratulate Alison on the notes that came out from the committee and it was exactly what was needed.

Alison reported that we used the output from the questionnaire to inform the events. Alison would like event list confirmed by mid November.

Decisions needed –

Family Fun - following the success of the BBQ on the green, should we move our Family Fun to August? We would need people to commit to help in Aug with some of the husbands volunteered to do a BBQ.

Might be worth speaking to the hotel or golf club re borrowing a BBQ. Malcolm to speak to the golf club re possibility of them running the BBQ. Margaret Houghton and Kit Marshall will also be able to provide some information on previous BBQs.

Murder Mystery – cost is £675. Date to be booked into diary. Alison to send round the list of options for theme. Decision needed on theme by mid November.

Live Band – Viv has got the details and will find out availability and cost.

Malcolm

Alison

Viv

| Month | Date | Time | Event |
|-----------|--------|---------|-------------------------|
| January | 27 | Evening | Film Night |
| February | tbc | | Polio Quiz |
| | tbc | | VV Lunch |
| | ? | Evening | Tim Kliphous |
| March | 16 | 7pm | Pub Night |
| April | 27 | Evening | Disco |
| May | ? Fri | 5pm | Family Fun |
| June | 9 | All Day | Open Gardens |
| July | 6 | 7pm | Beer & Boules |
| | 14 | 2pm | Men's Wimbledon Final |
| | 20 | | Church Fete |
| August | ? Tues | 5pm | Family Fun |
| September | 14 | Evening | Last Night of the Proms |

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| Next Meeting | |
| Monday 16 October @ 4.30pm | Yeo Room |

Signed.....

Chair

Date.....