Thurlestone Parish Hall Committee
Meeting Minutes

Monday 12 August 2024, 4.30pm

Present:

Alison Daily	Vice Chair	Jo May	Friend of the Parish Hall
Karen Barker	Secretary	Barbara Williams	Friend of the Parish Hall
Chris White	Maintenance	Ingrid French	Bookings Clerk
Lisa White	Treasurer / Bridge	Anna Burhouse	Friend of the Parish Hall
Gill Stone	Parish Council		

Agenda Item		Action
1.	**Apologies for Absence** Apologies were received from: Sian Hodges – Parochial Church; Matt Bright – Friend of the Parish Hall Caro Mellor – Friend of the Parish Hall; Katie Coombe – Thurlestone School	
2.	**Minutes of previous meeting** The minutes of the meeting held on Monday 24 June 2024 were agreed and signed. **Matters arising from the minutes:** None Before the meeting started Alison welcomed Barbara.	
3.	**Action Log** See action log for updates and new actions.	
4.	**Events Review** **Beer & Boules** Was an enjoyable and successful evening. Everyone enjoyed the boules. One bit of feedback from a couple of people was they didn't get much Pimms in the wine glasses once the fruit was in. Maybe consider using tumblers in future. **Wimbledon Men's Final** 7 attended **Euros Finals** 11 attended The numbers were disappointing so we need to think about what we do about the proms evening.	
5.	**Upcoming Events**	

Family Fun

Games	Stewards
Tickets	Karen
Bar	Alison & Bar
Kurling	Mike B
Golf	Graham & Barbara Smith
Shove Ha'penny	
Human Fruit Machine	Martins & Munns
Boules	Graham & Val Palmer

Full list of games and stewards to be shared ahead of the 20th August.

Codmobile to park in the right hand side of the car park. Ingrid to contact Mark to advise him. — Ingrid

Bar to use plastic glasses. Karen to purchase stock including a 10L/18 Pint bag in a box. — Karen

Games that need collecting:
Alison to contact Sian about Splat the Rat — Alison
Karen to contact Kit Marshall about Schulbach — Karen
Graham and Barbara Smith collecting the golf items from the golf club.

Letters for holiday homes about the car park being unavailable to be delivered following todays meeting.

Setup is from 4pm and pack up at 8pm.

Last Night of the Proms
Following discussion it was agreed that we need a minimum of 25 people attending to run this event. Event to be a BYO food and drink.

Posters and Social Media to be updated asking for people to register ahead of the event. — Karen

Open Gardens
As some of those involved in Open Gardens weren't at the last meeting Alison wanted to say thank you and well done, it was a fantastic event. Thank you also to Gill for her fabulous cake.

Gill mentioned there are some nice gardens in Bantham/Buckland and could they be considered for inclusion. Need to think about the length of time for gardens to be open so there is enough time for everyone to go around and visit all the gardens. Decision to be made in October when planning events for 2025 as whether held annually or bi-annually going forward.

6. Finance Report

Income Quarter 2 2024

1. Interest - £736.31
2. Car Parking Permits – for quarter 3 - £50 Codmobile, £50 Pizza Van

	3. Donations - £100 from Juliette Atkin; £69.60 from Open Gardens. Expenses Quarter 2 2024 1. Events Expenditure – Open Gardens £30 to Village Voice Magazine for the printing of maps and £1.31 commission to SumUp. £42 to Karen Barker for the TENS for Beer and Boules and Wimbledon. £12.28 to Karen Barker for Laminating Pouches & Card for Open Gardens. 2. Caretaker Costs – £490 to Jenna Weeks for 28 hours cleaning in April, May and June. Income Quarter 3 2024 1. Events Income – Beer and Boules – Bar Sales £248.25, Food Sales £105 (21 plates of bread and cheese). 2. Main Hall Commercial – £450 for South Hams Arts Forum Art Exhibition 11/8 – 18/8 2024. 3. Main Hall Elections – £300 General Election 4/6/2024. 4. Main Hall Parish - Main Hall Rental @ £9 per hour or £10 per hour for some invoices. Does not include August invoices. 5. Main Hall Private Party – 3 parties 6. Yeo Room Commercial - £52.50 form Ellie Stidston for Farm Shop proposal. 7. Yeo Room Parish - Yeo Room Rental @ £6 per hour or £7 per hour for some invoices – only includes July. 8. Chair Hire – 50 chairs to Joanna Ackerley. 9. Table Hire – 9 tables to Joanna Ackerley. Expenses Quarter 3 2024 1. Events Expenditure – £60.30 to Karen Barker for 2 Ink Cartridges. For Beer and Boules evening - £51.71 to Salcombe Brewery Co Ltd; £27.09 to Karen Barker for Pimms and fruit; £71.29 to Alison Daily for food; £3.81 commission to SumUp. 2. Caretaker Costs - £140 to Jenna Weeks for 8 hours cleaning in July. 3. Telephone and Internet - £66.88 for July and August 2024. 4. Electricity - £72.69 for June and £66.59 for July. I read the meter at the end of each month. 5. Water Rates - £161.87 for the quarter. This was based on an estimated reading. We were concerned that the previous reading had led to a much higher bill than expected. Chris read the meter after we received the latest bill. Fortunately, the estimated reading is much higher than the actual reading. I look forward to the next bill. 6. Repairs - £14.19 for the repair to the fire shutter in the kitchen. £466.84 to Chris White for the Jewsons invoice for parts required for oiling the floor in the Main Hall. Current Account £19715.32 Deposit Account £57973.21 Money to be Banked £175.10 Water rates still quite high but the bill has been estimated and the actual meter reading is half of what it has been estimated at. Expectation is that the next bill will be a lot lower.	
7.	**Maintenance Report** See maintenance log for full details, updates and new actions.	

Items:

31	Still no response from Kevin. Mike or Paul to chase whilst Chris is on holiday.
17	Work has been completed.
20	Thought was PVC would be better than aluminium. First company advised we should use aluminium. Budget price of £5k provided. Southfield Windows gave a quote for £8254 + locks. Avon windows advised using upvc quote of £1550 + locks. Avon installed at Malborough, Chillington and West Alvington. Maintenance team to visit the halls to look at them. Southfield also asked to requote for PVC.
41	Complete. Floor a lot better and not as smelly afterwards.
38	Electric solenoid valve operated by a movement sensor can be installed, the cost would be c £140 for the materials. Plumber & Electrician needed to install. If we want to include the kitchen that would be an additional £100 in materials + plumbing & electrics. Agreed for these works to be done.
46	Linked to item 38. Could turn on the two hot water heaters for the toilets. When oil boiler comes out we should use an iBoost. This could be installed anytime so don't need to wait. iBoost is a minimum of £300, also can use an iBoost Buddy which would increase the cost to £456. Agreed for Chris to explore the iBoost option.
13	Back cloth completed and now with Paul to look into the lighting. Double cassette prevents the light showing the front of the cassette. Options to be explored.
35	South side curtains have been done and look great. North side to be done next.
42	Lot of gray dust and stones uneven. Chris to speak to Rodney Stidson for ideas on how to resolve.
43	Door closers. Only 3 doors have the closers that automatically close the doors if they are open when the fire alarm goes off. AV cupboard door does not stay open. Voltage is correct, supplier advises it is the ampage that affects the closer. AV closer to be tested on another door to identify if the issue is the closer or the ampage.
44	Issue with circuits following a blown car park light. Circuits to be split.
45	Hall lights being left on. Can install a motion sensor and replace the light switches. As well as set an alexa routine to set the lights back to white. Agreed to go ahead.

8. AOB

September meeting minutes

Karen is on holiday for the next meeting. She is around to do the papers beforehand if someone is able to do the minutes on the day. Anna offered to do them if she is around and not working. Karen to send an email round to all attendees asking for a volunteer.

Karen

Equipment Hire Guidance

A hire has been received for September for

Order received for September for 6 large tables, 2 small tables, 30 chairs and 30 table settings plus glasses.

Ingrid requested some guidance on pricing when there are quantities being used. Also, when do we implement the deposit referred to on the booking form.

	Pricing for this hire has been set as per the form, but clarity needed for future requests. Also, do we have an packing materials for the items being hired? Alison to order some boxes and bubble wrap.	Alison
	Alison to research costs charged by other suppliers and come up with some suggestions for discussion in October.	Alison
	Volunteer needed for the Friday 9.30 and the Sunday 11am when the items are collected and returned. Chris happy to cover the Friday and Lisa to cover the Sunday	Chris & Lisa
	Gill suggested it was also worth advising the hirer that the items need to be returned clean.	Ingrid
	Booking Deposits Equipment hire form mentions a deposit. We have never charged it, if we do how do we collect it etc.	
	Ad-Hoc Bookings Ingrid proposed a new process for payment for all non regular bookings. Ingrid will provide our bank payment details in the booking confirmation emails, to all non-regular bookings, requesting full payment anything up to 1 week in advance. Once payment has been received a receipt will be issues. The door code will not be issued until payment has been received. The committee agreed to this process being implemented.	
	Equipment hire and Booking deposits to be added to the agenda for October.	Karen
	Bookings Holiday Cover Ingrid is on holiday from 10 – 26 September and needs cover for the bookings whilst she is away. Ingrid to speak to Diane to see if she would be able to assist as holiday cover.	Ingrid
	Car Park Over the last few months there have again been a few issues with the car park at school time. There was a large improvement at the beginning of the school year but it has slowly gone down hill again. Karen to ask Katie if the guidance issued at the beginning of the last school year can be re-issued this year.	Karen
	Chruch Fete Chris advised that after the church fete there were tubs of ice cream and ice cubes left in the freezer. It has been mentioned to both Sian and Peter Hirst who have said the hall can use them. The ice can be used for Pimms and we can sell the ice cream. Purchase wafer cones for the ice cream.	Karen

The meeting closed at 18.03pm.

Next Meeting	
Monday 23 September 2024 @ 4.30pm	Yeo Room

Signed..... Vice Chair
Date.....