



	<p>Due to the popularity of the event are there any other local interest films that we could show? The only thing around are Peter Hurrell's photos. POTS digitised them, and they are on the parish hall website. Challenge with them is they are not labelled so no one will know who/where they are.</p> <p>Sian mentioned that Eric Palmer had said that it was a shame that during the showing of the Village People we couldn't pause the film to enable some discussion and reminiscing.</p> <p>Alison and Karen did mention that they had discussed on Saturday about running the films again on an afternoon with tea and cake. Alison to discuss at the events committee to consider running.</p> <p>Chris raised that one of the people who left early on Saturday mentioned that it was getting late – this was at 9.30pm. Chris mentioned that new concert halls are thinking about timings as a 7.30pm start means it is too early to eat before the event and too late to eat after the event. Malcolm agree this should be a consideration for commercial ventures but for our events if we did different sitting times etc this puts additional work and time commitment on the committee members.</p> <p><b>Future Events</b>  <b>Pop Ups</b>  Future pop ups – only consideration is that usually with pop ups the sites are usually staffed. The events committee will look into it but may not be cost effective as the pop ups would need to arrange staff.  Malcolm feels we should aim to do a pop up at some time during the year.</p> <p>Anna mentioned that where she used to live they did a food festival style event, with food trucks in the car park and a bar in the hall. May be something to consider as it would provide more than one option.  Alison to raise and discuss at the next events committee.</p> <p><b>Live Band</b>  Viv has identified a band for later in the year.</p>	<p>Alison</p> <p>Alison</p>
<p><b>5.</b></p>	<p><b>Finance Report</b>  <b>Income</b>  Quarter 4</p> <ol style="list-style-type: none"> <li>1. Donations – We have received £500 from South Hams DC via Mark Long.</li> <li>2. Events - £224 in bar sales from Pub Night held on November 25<sup>th</sup>.</li> <li>3. Main Hall Parish – Hall rental @ £9 per hour. 2 Families used the hall over the New Year weekend.</li> <li>4. Main Hall Private Party – 1 Party in December</li> <li>5. Yeo Room Parish – Room rental @ £6 per hour</li> <li>6. Hire of Chairs – 6 Chairs and 1 Table to Mike Herring</li> </ol>	

	<p>Quarter 1 2024</p> <ol style="list-style-type: none"> <li>1. Donations – £20 for the use of a wheelchair over Christmas</li> <li>2. Events – Film Night 13 Jan £200.80 in cash and £236 CC.</li> <li>3. Main Hall Parish – Hall rental @ £9 per hour. 1 Family used the hall on New Years Day.</li> </ol> <p><b>Expenses</b></p> <p>Quarter 4</p> <ol style="list-style-type: none"> <li>1. New Equipment - £310 + £9.99 to Chris White for Pickleball equipment.</li> <li>2. Caretaker Costs – 7 weeks @ £50 per week + additional 2 weeks £125</li> <li>3. Cleaning materials - £8.20 to Chris White for Refuse Sacks</li> <li>4. Telephone and Internet – 2 months @ £57.18 and £29.09 for December</li> <li>5. Electricity – EDF took nothing in December</li> <li>6. Repairs – £47 to Chris White for replacement water heater filter; £22.95 for weedkiller</li> <li>7. Uncategorized Expenses - £16.98 for the Remotelock annual subscription</li> </ol> <p>Quarter 1 2024</p> <ol style="list-style-type: none"> <li>1. Events Expenditure - £21 to Karen Barker for the bar licence for the Film Night; £53.49 to Karen Barker for Ink Cartridges; £114.57 to Malcolm Breton for bar stock. Please note that £110.58, the value of the bar stock at the end of 2023 has been transferred back into Events Expenditure; £4 commission to SumUp (to be confirmed).</li> <li>2. Caretaker Costs – 1 week @ £75. Please note that Devon Maids have increased their charges from £50 per week to £75 per week.</li> <li>3. Telephone and Internet - ££42.74 for January. Chris has renegotiated our contract which will reduce our costs.</li> <li>4. The stock of oil at the end of 2023, £333.65 has been added into Oil costs.</li> <li>5. The prepayment of £429.36 has been added back into Property Insurance Uncategorised</li> </ol> <p>The payment of £2382.30 for the installation of the infrared heaters is capital expenditure towards updating the heating system in the Yeo Room, hallway and toilets.</p> <p>Current Account £27428.42    Deposit Account £56025.57 Money to be Banked £302.80</p>	
<p><b>6.</b></p>	<p><b>Draft 2024 Budget</b></p> <p>The draft budget for 2024 is not quite ready. Finance committee meeting to be setup.</p> <p>In the meantime we need to discuss and agree the room hire rates, so that new rates can be announced at the AGM, and effective from April 2024.</p> <p>The Devon Village Hall report showed that the hourly rates of hire as an average across the halls audited was 20% of halls below £10; 20% of halls at £10 and 40% between £10 and £15. Our current rate is £9 and £6 for parishioners and £12 and £9 for all other users. It is important we get the rate right especially because of our electricity costs and overheads.</p>	<p>Lisa</p>

	<p>We have also had a very good year this year, and the previous price increase has not impacted the number of bookings.</p> <p>Karen raised that we did a smaller increase in 2023 with a view to increasing again in 2024, so that there wasn't a large increase in 2023. The increase in 2023 was £2 for the hall and £1 for the yeo room.</p> <p>Dave mentioned that at the end of 2023 we still had a deficit and didn't cover our costs.</p> <p>Chris raised that heating is also an area we could look at. Especially the times for the heating coming on and off around bookings.</p> <p>Lisa has spoken to EDF to find out what the penalty cost would be to come out of contract and it was a full years cost. This has been raised with Anthony Mangall our MP.</p> <p>Should we look at the party rate? Ingrid advised she has received an inquiry again from Julie Wells to hire the hall for Christmas and Boxing Day.</p> <p>To be discussed at Finance Committee Meeting to be held urgently to enable announcement at AGM.</p> <p>Chris raised that the current financial system that is used only runs on 32bit systems. With Ken taking on the role this is not sustainable. A newer version is available at £11 a month, but only runs on a PC/MAC not tablet. Should we look at alternative online options? Ken and Lisa to discuss and agree what is the best option going forward.</p>	<p>Lisa</p> <p>Ken / Lisa</p>
<p><b>7.</b></p>	<p><b>Maintenance Report</b> See maintenance log for updates and new actions.</p> <p>Items:</p> <ul style="list-style-type: none"> <li>4 Keep board as it is but smarten it up.</li> <li>12 Edge rotivated, and more treatment needed. Action on hold for now.</li> <li>13 Display cabinet ordered from Marsh Dawes</li> <li>15 Low priority, no progress to date</li> <li>17 Approached an alternative contractor and awaiting quote.</li> <li>18 Very low priority, no progress to date</li> <li>20 Additional info received from potential door supplier, now awaiting on response from lock supplier. Chase again with escalation as no response.</li> <li>24 On Paul's list, parts ordered.</li> <li>27 No progress to date</li> <li>28 No progress to date</li> <li>29 Being discussed at next maintenance meeting and further info to be gathered at film night, however due to cold weather impact wasn't felt. Can purchase an additional relay wired in to reduce the heat if it reaches a certain temperature. Chris to pursue.</li> <li>30 New item. Contractor recommended we only tarmac the entrance section as holes are created by cars stopping and starting. Tarmac finished with a raised</li> </ul>	

	<p>edge to stop the gravel spilling over. Quote from Rose Driveways for slope only £5,800 or £7,600 all the way to the hedge. Further quotes to be arranged.</p> <p>31 New item</p> <p>2024 list:</p> <ul style="list-style-type: none"> <li>• Internal decoration. Main hall and Yeo room. Yeo Room below the dado rails, above and below in the main hall. c£1k</li> <li>• Remove oil boiler and oil tank. Cost will be totally dependent on what we want to do. Oil tank can be left where it is. Advise is to pay someone to properly take out the boiler and then decide on what to do with the space. Agreed to remove the boiler.</li> <li>• Add additional white lighting in Main hall for table tennis and badminton. Cost likely to be hundreds rather than thousands.</li> <li>• Oil the main hall floor (annual task) c£200</li> <li>• Install pull down ladder for loft in storage cupboard to make roof space more useable. c£200</li> <li>• Upgrade ceiling lighting in Yeo room to more modern looking LED units. cost in the hundreds.</li> <li>• Replace dead car park hedges with mature (= expensive) replacements. Sue suspects it may grow again. Leave it for a year and see what happens.</li> <li>• Improve car park surface, especially around entrance. Option is to continue with gravel. Could go down the golf club route? Tarmacking would be an expensive option. Suggestion is to get a quote for a good cement strip at the entrance to the car park. Matt mentioned self binding gravel maybe an option. Is used a lot by national trust. Chris to speak to a contractor to explore options - £1k's .Will we need to re-gravel next year? Yes but will need two loads. c£1k</li> </ul> <p>Maintenance list is currently sorted by order it is added, it has been suggested it be sorted by priority and then by the action owner.</p> <p>Early warning the fire alarm when serviced last year, the key for the reset failed. The last 2 tests Chris has struggled to get it to work. There is a risk the panel will need to be repaired or replaced.</p>	
<p><b>8.</b></p>	<p><b>AGM</b></p> <p>Friday 23 February 6pm</p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Chairman's Report</li> <li>3. Committee Positions</li> <li>4. Treasurer's Report</li> <li>5. AOB</li> </ol> <p>Drinks and snacks to be provided.</p>	
<p><b>9.</b></p>	<p><b>AOB</b></p>	

<p>Dave – The village hall report is a log of fact finding with recommendations. There is no action plan to take the results forward. There is a further audit in 2024 for the halls not covered in 2023. Is there any benefit to having some Parish hubs with other halls? The idea being to see how they are addressing any of the issues raised in the report. Malcolm asked if we received a report back from them after our audit? We didn't receive anything. Malcolm mentioned the challenge with the hub suggestion is that we are all indirectly in competition with each other.</p> <p>Malcolm raised a couple of items that he would like everyone to take away and think about:</p> <p><b>Christmas</b>  We are trying to get kids and families more involved. Certainly in the later part of 2023 relations with the school have been much improved and we haven't had the problems we have had in the past. During December we didn't hold any events ourselves, there was only the school Christmas fair. When Malcolm was younger there were lots of different organisations who put on a Christmas party for the kids, with Santa etc. We can't do anything for the school, but could we find a way of identifying the families in the parish with kids between 5 and 10 and we do a Christmas party for them. Malcolm has emailed Katie to see if she is able to help identify the numbers in the parish. It should be an event we don't charge for and approach the hotel etc to sponsor food/gifts etc. it would be a way of showing the parents that we do want to do some events for them. We would need to be careful about CRB/DBS checks etc. Sian and Anna have a DBS but they aren't transferable. Safeguarding training is about £35 for a couple of hours.</p> <p>Dave raised the previously run Christmas Light Trail through the village. This was a school run event. Could we do this again? Karen mentioned something she had seen on tv with silhouettes in windows made from tracing paper and black paper in windows. We could do a trail of lights and silhouettes and get the whole parish involved.</p> <p>Malcolm asked everyone to give some thought to the Christmas bits for future discussion.</p> <p><b>Kitchen</b>  Our kitchen is not fit for purpose, having been involved in events for the last year there is not enough storage space.</p> <p>Malcolm is asking everyone to have a look at the kitchen for themselves. In 2025 we will have more space once the boiler is removed and we can look at extending the kitchen without doing any structural works.  All agreed it should be looked into.  Malcolm to start to speak to Paul Carpenter to get a feel for the building costs. Then a commercial kitchen designer. Gill recommended approaching a commercial appliance supplier who would also do the design.</p> <p>Once we have an idea of costs we can run some specific events to fund raise for the refurbishment. Also have buckets for donations at free events. Anna also suggested</p>	<p>All</p> <p>Malcolm</p>
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	having a QR code linked to a just giving page for donations permanently on the wall in the hall.	
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The meeting closed at 18.10pm.

<b>Next Meeting</b>	
Monday 11 March 2024 @ 4.30pm	Yeo Room

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

Chair