

Thurlestone Parish Hall Committee
Meeting Minutes

Monday 16 January 2023, 4.00pm

Present:

Alison Daily	Vice Chair	Sue Dwyer	Horticultural
Karen Barker	Secretary	Gill Stone	Parish Council
Lisa White	Treasurer / Bridge	Jo May	Friend of Parish Hall
Chris White	Maintenance	Viv Gibby	Friend of Parish Hall
Diane Martin	Bookings Clerk	Dave Gibby	Friend of Parish Hall
Sian Hodges	Parochial Church		

Agenda Item	Action
<p>1. Apologies</p> <p>Mike Stickland Village Voice Alastair Durden Co-opted Member Saffron Craig Keep Fit Lynsey Sizer Facebook Lucy Pannel-Woodward Co-opted Member</p>	
<p>2. Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 14 November 2022 were agreed and signed.</p>	
<p>3. Action Log</p> <p>See action log for updates and new actions.</p>	
<p>4. Committee Positions</p> <p>Mike Stickland Email shared with all committee members advising Mike standing down. Mike was thanked for all his work on the committee.</p> <p>Bookings Clerk As of May 2023 Diane has been doing the bookings for 10 years. Diane advised the committee that she will stand down from the position on Bookings Clerk with effect from the end of July, but she would like to remain on the committee. All members voiced the wish for Diane to remain on the committee.</p>	

	<p>Diane is drafting a role profile which can be used to advertise the position in the next Village Voice and to go on Social Media and Posters.</p> <p>Karen to organise Social Media advert and posters.</p>	Karen
5.	<p>AGM</p> <p>Move the date to Friday 24th February at 6pm. Chris is on holiday during this time so he will speak to Mike Bone to see if he is available to attend to present the Maintenance Committee Report.</p>	Chris
6.	<p>Making the Hall more welcoming</p> <p><u>Outside</u> Removal of the sign amongst the bushes at the entrance and replacing with an accessible sign in front of the bushes.</p> <p>Large rectangular planting troughs to be constructed from wooden pallets, which can be painted in a colour of our choosing. Sue has drawn up a suitable planting plan for easy maintenance and position. The donation from the Horticultural Society will be used towards and a plaque acknowledging this.</p> <p>Alison has been looking at plants but the cost is variable. Gill to send details of a plant supplier her business has used in the past.</p> <p>Look into using composite planters as better for ongoing maintenance. Each tub to have a shrub with perennials and colour. The Kingsbridge in Bloom tubs have an individual water reservoir in the bottom. Diane to contact KIB to find out where they sourced theirs from.</p> <p>There is already an outside tap, but looking at installing a water butt - you can buy some that have planters on top which are more expensive but more aesthetically pleasing. Standard water butts are £25 upwards.</p> <p>Chris advised the right hand long fence at the back of the car park is ours so we can paint it, however, the left hand of the gate belongs to Martin Stern and we would have to ask permission to paint it.</p> <p>Put up a “Welcome to the Parish Hall” above the outside door.</p> <p><u>Porch</u> An easy care specimen plant. e.g Mother-Law’s Tongue</p> <p><u>Hallway</u> More difficult to do much here because of accessibility issues, but came up with the following:</p>	<p>Gill</p> <p>Diane</p>

	<p>A place needs to be found to display the award received by POTS for the making of the film 'The Land of the 5 Beaches in this area'.</p> <p>Sprucing up the frame of the noticeboard and replacing the felt to a more user friendly material possibly velcro.</p> <p>Installing brighter LEDs in the wall lights.</p> <p><u>Yeo Room</u> Again this was difficult to come up with ideas as room is constantly rearranged:</p> <p>Acquire quotes for curtains for the window.</p> <p>Paint the wall below the dado with a contrast colour to match curtains.</p> <p><u>Main Hall</u> Again, we have to be careful as this is a multifunctional space: Asking local photographer to take photos of the three villages in the parish to display around the hall.</p> <p>The big wall at the back where the screen is sited, looking at the possibility of putting up a large panoramic picture of the locality which will not affect the using of the screen.</p> <p>Get costing for the replacement of all the curtains.</p> <p>Paint lower half of the wall a colour to compliment the curtains.</p> <p>Replace the dated tablecloths. Diane has been exploring options Oilcloth or PVC. Diane has found a company for samples. Agreed to go with Oilcloth and Diane to get some samples.</p> <p><u>Cloakrooms</u> Small succulent plants in pots for around the basins.</p> <p>Box of tissues in ladies loo.</p> <p>Possibly another plant in ladies where a small bin is currently positioned.</p> <p>Loo rolls are currently stacked up on the window sill, find something more decorative to store them in. Possibly a basket.</p> <p>The indoor plants can be purchased immediately but the rest will either be work in progress or need to be costed.</p>	<p>Diane</p>
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	<p>Gill asked if we have any screens. We do and they are stored in the cupboard. We do have photos of how the room can be decorated. Idea of the hall is that it is a blank canvas.</p>	
<p>7.</p>	<p>Future Events</p> <p>Alastair has been in contact with the Dartington String Quartet who are doing a couple of tours. They have dates in March, May and June. All agreed a concert in March is the best time. We will include social media in the advertising including the quartet advertising on their own social media. Karen to speak to Alastair</p> <p>People have approached Alison about a pub night and an Open Chef Night. A pub night would either require a licence or regular TENS notices.</p> <p>Dance teachers – Alison has approached a couple of routes. An advert also needs to go onto Facebook.</p> <p>What's On Event 27th January current list of attendees:</p> <ul style="list-style-type: none"> Parish Councillors Parish Hall Tramps Church Sewing Website Village Voice French Lessons Saffron and Sharron – will try (Suzi is on holiday) Line Dancing Bridge <p>Suggested we all have name badges so anyone attending knows who we are. Karen to order badges.</p> <p>It was also suggested that previously there has been an Art and Craft exhibition. This topic also came out strongly on the questionnaire.</p> <p>Alison suggested we could hold an event where we stream the POTS film 'The Land of the 5 Beaches', especially as it won an award. This could also be turned into a speaker event?</p> <p>Diane advised that someone at the museum has recommended a local person who does talks on local ship wreck. Diane to find out persons name.</p> <p>Events for 2023 to date:</p>	<p>Karen</p> <p>Karen</p> <p>Karen</p> <p>Diane</p>

	<p>January – what’s on February – AGM March – string quartet & potentially a Pub night April – Easter baking competition? Would need a judge or voting system for peoples choice May – Coronation – parish council doing something but currently unknown what.</p>	
<p>8.</p>	<p>Finance Report</p> <p>Lisa has done a comparison between 2021 and 2022 and there is an increase of £4,000 income from 2021, primarily from donations.</p> <p>Quarter 4 2022</p> <p>Income</p> <ol style="list-style-type: none"> 1. Donations - we have received £500 from POTS (Parish of Thurlestone Society} following their closure: and £20 from a holiday maker who wanted to park his boat for the weekend at the start of half term. Since the last committee meeting, we have received a further £87.50 from the Horticultural Show. 2. The Feed-In Tariff generated a payment of £486.37. 3. Sentinel Health Care hired the Main Hall for 3.5 hours generating a payment of £56 – 3.5 hours @£16 per hour. 4. The Yeo Room was hired out for 2 hours to Andrew Ireland for a business meeting @ £13 per hour. 5. Viv Yandell hired 9 chairs. However, she still has to pay for them. <p>Expenses</p> <ol style="list-style-type: none"> 1. New Equipment – Chris white was reimbursed £34.99 for Chromecast with Google TV (HD); £20.98 for 2 x Single CAT6a Shielded/Screened Wall Plate; and £6.27 for CAT6a Shielded Black 10m Ethernet Patch Cable (F/FTP, LSZH, Low Smoke). Since, the last committee meeting, Chris White was reimbursed £37.48 for Duracell Batteries, £18.64 for Cable, Plug and Socket from CEF; £840 was paid to the Plastic Company for 2 new benches: Chris White was reimbursed £38.40 for Truss Clamp Half Coupler. 2. Caretaker Costs – 11 weeks @ £45 per week = £495. Devon Maids have increased their charges to £50 per session. 3. Telephone and Internet – 3 months totalling £96.32 less £1.30 retrieved from the Payphone. Chris has just negotiated a new deal with Plusnet @ £24.99 per month. 4. Electricity – 2 months @£159 = £318. No payment was collected in December. Our costs are trebling from January 2023. However, there has no word yet from the Government regarding subsidies. 5. Repairs - £111 paid to Murch & Baker Heating Ltd for service, filter change & operation test of the Air Handling Unit; £48.44 paid to Paul Martin for 2 Pack 20W RGBCW 2700-6500K 2000LM WiFi Smart LED 	

	<p>Flood Lights, IP66 Waterproof Outdoor Light - UK Plug × 1; £720 paid to Start Point Flooring for oiling the floor in the Main Hall; £150 paid to Casa Terra for Hedge Cutting and £45 for weeding in the car park; £149.91 paid to Christian Woodford for replacement defibrillator pads.</p> <p>Since the last committee meeting, Paul Martin has been reimbursed £14.72 for 2 x fluorescent Tubes for the Yeo Room.</p> <p>6. Television Licence for year cost £159. There will be 3 months bank interest to add to these figures.</p> <p>Current Account: £34735.62 Deposit Account: £53931.04 Money to be banked £0. I now have a card to pay cash in at the Post Office.</p> <p>Should we increase the rates to hire the rooms? Agreed that we should look at it especially due to the increase in Electricity costs. Room rates to be increased by £2 per hour. Increase to be presented at the AGM and effective from 1 April.</p>	<p>Lisa</p>
<p>9.</p>	<p>Maintenance Report</p> <p>Painting outside of the Hall - two comparable quotes received. Sarah Midriss £3,690 and Kevin Langman £2,385. To be scheduled for the spring. Agreement to award works to Kevin Langman.</p> <p>Porch – two quotes for building the wall. £1,900 + VAT, Simon Hurrell £895. One price received (£1,998) for the glazing works which has been adjusted to take into account the wall.</p> <p>Chris to get a quote for new doors.</p> <p>Kitchen – can only be extended if we remove the boiler. To change the kitchen end of the all to infra-red heating would be £6k. Will need doing at some point as it is aging.</p> <p>Maintenance meeting held on 13th Dec and next one 5th Feb. Visual part of the audio visual system is currently not working. Engineer due Wednesday morning to investigate and repair it.</p> <p>Chromecast Setup in the Yeo Room and means the screen can be used to watch TV or Films.</p> <p>Payphone – is actually still working, issue was a battery. Do we want still want it? All agreed it should be kept. To be reinstated. Chris to arrange for Paul to reinstall the payphone.</p>	<p>Chris</p> <p>Chris</p>

	<p>One of the things that came out of the questionnaire was the technology was difficult to use. Can anyone else have the app for the heating or can we have a similar button available for the Yeo room to that in the main hall? Yes is the answer. Need to consider next steps as currently there is a single point of failure.</p> <p>Same applies to the lighting in the main hall as trusted people have access to the cupboard but need something that is accessible to all. Consideration needed into how this can be achieved. Chris to discuss with the maintenance committee.</p>	<p>Chris</p> <p>Chris</p>
<p>10. AOB</p>	<p>The Revd. Daniel Hartley is currently on Sabbatical until the end of March. Anyone needing to contact the church should contact the Church Warden.</p> <p>Dave Gibby asked if it was possible to have a list created of all the proposed improvements to the hall and their associated costs. Alison will be pulling this together once all costs are known.</p> <p>Benches – delivery due of legs w/c 16 January. The engraved plates on the existing benches, as they are both the same we will install just one onto one of the new benches and organise a new plate for the King’s Coronation for the second bench.</p> <p>Dave and Viv gave their apologies for the meeting on the 13 February.</p> <p>Please note the meeting on 13 February starts at 4pm.</p>	

The meeting closed at 18.02pm.

Next Meeting	
Monday 13 February 2023 @ 4.00pm	Yeo Room

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

Vice Chairman