

Thurlestone Parish Hall Committee
Meeting Minutes

Monday 20 March 2023, 6.10pm

Present:

Malcolm Breton	Chair	Sue Dwyer	Horticultural
Alison Daily	Vice Chair	Gill Stone	Parish Council
Karen Barker	Secretary	Lynsey Sizer	Facebook
Lisa White	Treasurer / Bridge	Diane Martin	Co-opted Member
Ingrid French	Bookings Clerk	Viv Gibby	Friend of Parish Hall
Chris White	Maintenance	Dave Gibby	Friend of Parish Hall
Sian Hodges	Parochial Church	Matt Bright	Friend of Parish Hall

	Agenda Item	Action
1.	<p>Welcome</p> <p>Malcolm introduced himself and welcomed the new members of the committee and the new fiends of the parish hall.</p>	
2.	<p>Apologies</p> <p>Anna Stern Friend of Parish Hall Jo May Friend of Parish Hall Saffron Craig Keep Fit Lucy Pannel-Woodward Co-opted Member</p>	
3.	<p>Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 13 February 2023 were agreed and signed.</p>	
4.	<p>Action Log</p> <p>See action log for updates and new actions.</p> <p>Malcolm to ring round and find out what other village halls charge for council election use.</p>	Malcolm
5.	<p>School Car Parking</p> <p>Malcolm became aware that there has been an issue with the car parking, and that various people have been involved. Malcolm thought it was worth pulling everything together and looking at what a way forward would be.</p>	

Parking has always been an issue, it existed when Malcolm's son went to the school.

1. When did the damage to the door happen?
3rd February
2. Is there cctv of it happening?
Yes and we still have the video of the incident
3. We know the children that did it?
Yes and the school has interviewed them
4. What has come out of it?
One set of parents turned up with their child and offered to come to a meeting. The head suggested they write a letter which we agreed to, however it has never arrived. The other child was not mentioned and we have never heard from them.
5. This was raised at the last parish meeting?
Yes. The council has a school liaison (Paul Gunning) who has raised it on our behalf. When he has been to the school he has had the same response as the hall committee that they are dealing with it
The school have said that lots of things will be done, but we are unsure if they are going to be done.
6. There was also a reference to the police liaison officer?
Gill advised that they have not been to the village yet and not involved in the issues.
7. Lisa advised there had been another recent issue in the car park.
When the cleaner visits the hall she parks in the disabled bays to enable her to unload her van. Recently she was running late and found that parents had parked in the disabled spots. She took a registration number and sent it through to Lisa and that School.

That afternoon Lisa was at the hall and the vehicle involved was in the car park. Lisa approached the driver who refused to speak to her. The admin secretary had also come up to the car park due to the incident in the morning. She advised that a lot of the cars using the car park should not be using the car park as their children were not in years 1 or 2.

Since this day there seems to have been a lot less cars in the car park including the car who was involved in the incident. The head has communicated to the parents who should be using the car park.
8. The car park fee comes from the friends of Thurlestone school. As a parent they auto become a friend of. There are 4 officers listed on

	<p>the website. 2 chair people, a secretary and a treasurer. Malcolm feels we should be getting that group involved. Malcolm would like to suggest that a small group of us meet with the friends of (either one of their meetings or a meeting we setup) to discuss the issues. We want to work with them and seek their help in communicating the rules of use and if we can't get co-operation what our alternative options are (install a similar system to that at the golf club – this is not something the hall wishes to do but may be left with no option).</p> <p>Malcolm is happy to organise that meeting.</p> <p>Most felt it was a good idea and especially whilst there isn't an ongoing issue. It then hopefully puts us in a stronger position should there be an issue in the future.</p> <p>Malcolm to contact the friends of to arrange a meeting. Malcolm and Karen to attend. Lisa and Alison also offered to attend.</p>	Malcolm
6.	<p>Making the Hall more welcoming Alison updated the committee on the progress to date:</p> <p>Indoor plants are in place</p> <p>Outdoor planters are in place, however they need turning Compost is in and settling ahead of planting next week before Easter. The planters took a long time to fill up. Anna suggested we could have a water butt on the side of the hall from which we can run a pipe with a pump so they can be watered automatically. Sue was asked what the cost for this would be? Sue to get a cost and advise the committee.</p> <p>When filling the planters Sue was unable to use the outside tap as it is locked. Chris advised the key is in the keysafe in the boiler room. Chris to provide Sue with the code.</p> <p>Blinds in Yeo Room – Alison has a company coming in to quote for new blinds</p> <p>Tablecloths have been ordered and delivered. Diane managed to get a 15% discount. On discussion with the company about how they would be stored, they advised that the dark colour should not be stored folded as they can get a shimmer line. As a result the colour option for the small tables (6) was changed from Dark Whale to Light Grey to go with the Duck Egg blue. Diane asked the committee to agree where and how they should be stored. It was agreed to store them on the tubes and will require Paul to build something in the store cupboard for them.</p> <p>Indoor Lights - Paul is currently working on the lights</p>	Sue Chris Paul

7. Future Events

During the discussion of the individual events Malcolm raised:

Funding

When thinking about an event do we set a budget? Malcolm was advised we haven't in the past. Following the build of the hall there was a surplus of £40k, which has built up over time to the current value. The intention is this year to spend some of those funds.

Malcolm suggested we should set a budget for each event and each year we should as part of the budget setting, set an amount that can be used throughout the year to cover event expenses. All Agreed.

Event co-ordination

Malcolm asked if there is any one person who pulls each event together? Should we have an events co-ordinator? This person would not do everything but their role would be to co-ordinate the event. All Agreed.

Events for 2023 to date:

31st March

Game Night

Alison agreed to co-ordinate

Sian advised that the Church pool table is a mini one so not suitable for the Game Night. Malcolm agreed to speak to the Golf Club to see if we can borrow theirs.

Dart board – Karen advised we can borrow their dart board. Chris advised that in the loft is some fibre board which can be used to protect the walls and floors.

Cards – Lisa advised we can use the bridge club card tables which are in the bridge club cupboard. Need the master key for access.

Skittles – Karen purchased the skittles and has written up the rules. Both in the storage cupboard on the shelf. Chris agreed we can use the skirting protection used for Kurling for the skittles.

Dominoes / Draughts

Bar – As Chris and Lisa are away we will need people to man the Bar
Malcolm to explore getting alcohol on a sale and return basis

Malcolm

Malcolm

	<p>Music – Malcolm advised that unfortunately the Sea Shanty group were not available. Karen suggested speaking to Milo who is local and played at the Platinum Jubilee last year. Karen to speak to Milo.</p> <p>22nd April</p> <p>POTS Video Streaming Co-ordinator not agreed</p> <p>Video runs for 1.5 hours, will be played with an interval. Event will start at 7.30pm with a bar available. Karen to update poster.</p> <p>6th May</p> <p>Coronation Gill agreed to co-ordinate</p> <p>Parish council are doing an invitation which will be put through everyone’s door to invite them to all the events over the coronation weekend.</p> <p>Saturday Coronation live streaming in the parish hall followed by cheese and wine</p> <p>Jubilee event went well and because it was ticketed Would we ticket it? Have a bar?</p> <p>Sunday Service in the church Street party in the village using the hall’s tables and chairs. Evening concert – unclear what is happening about the concert. Need confirmation from Jack as to what he is doing. We also need to consider that Jack is using the hall tables and chairs so it is unlikely that we would have time to move and clean them to screen the concert in the hall.</p> <p>Might also be worth understanding what the school, hotel and golf club are doing for the coronation.</p> <p>Have Charles at the door as the stand up. The spend was agreed.</p> <p>Gill asked how much do we want to budget on the coronation? Malcolm advised we will coming back to Gill.</p> <p>Monday</p>	<p>Karen</p> <p>Karen</p> <p>Malcolm</p>
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	<p>The big help out at 2pm Karen to have a look at the big help out website and order the download packs</p> <p>30th May Family Fun Day</p> <p>Future Events Divertimento – Alastair advised they could do a concert in June or later in the year. Agreed it should be later in the year. Karen to advise Alastair.</p> <p>Plays – Alison advised that she has been speaking to someone locally who does 2 hander and 4 hander plays and would be willing to put a play on. Alison to get more information.</p> <p>Malcolm raised 2 possible events:</p> <p>South Devon Big Band - . 10-16 piece classic big band. They play throughout South Devon and have a good reputation. They charge £700 but they have a big following that would buy the tickets. The challenge would be the space they would take up and would need a dance floor. This would restrict the numbers. It was suggested that we could open up the doors to the Yeo room and use that space for seating. Malcolm to follow up and get more details.</p> <p>Eurovision Party – 13 May It would create a great party atmosphere. We would not be able to charge for the event as it would be a BBC stream, but we could do raffle tickets for a donation and have a paid bar. We could do fun things such as votes for best costumes etc. BYO food. All agreed would be a good event to do. Karen to co-ordinate</p>	<p>Karen</p> <p>Karen</p> <p>Alison</p> <p>Malcolm</p> <p>Karen</p>
<p>8.</p>	<p>Facebook Presentation from Lynsey and Karen on the Parish Hall Facebook page. Lynsey and Karen asked for agreement to start an Instagram page which will be linked with our Facebook Page. Agreed.</p> <p>Matt volunteered to assist with any content inc stock music etc</p> <p>Malcolm thanked Lynsey and Karen for their efforts on the Facebook page.</p>	
<p>9.</p>	<p>Finance Report</p> <p>Expenses</p>	

	<ol style="list-style-type: none"> 1. Events Expenditure - £12.99 to Karen Barker for name badges used at the open evening; £21 to Ingrid for the Bar Licence for Games Evening; £177.45 to Alison Daily for wine for the drop-in session and plants. 2. New Equipment - £7.92 to Paul Martin for PH foyer LED light conversions; £15 to Paul Martin for new front door keys; £52.32 to Karen Barker for 4 Galvanised L Brackets for the new Eclipse benches; £75.05 to Paul Martin for 3 pack of 20 watt LED Corn Bulbs, 1 Pack of GX24/E27 Converter Adaptor Holder, Master Lock Key Safe. 3. Telephone and Internet - £78.11. In January, price renegotiated to £21.16 from February but with price hike - £24.99 from March. 4. Electricity – We only paid £78 in January and although they were going to collect £483 in February, I read the meter at the end of January and now they are not going to take anything in February. They have just collected £1844.15 in March. The monthly D/D is increasing to £558 from April. Malcolm ask if we were on a commercial tariff. Confirmed we are. 5. Oil – We have just had 500 litres of oil delivered costing £417.06. 6. Property Insurance – this is imminent. Awaiting quote from Sabre Insurance 7. Repairs - £57.24 to Christian Woodford for Defibrillator batteries. <p>Income</p> <ol style="list-style-type: none"> 1. Car Parking Permits – 9 @ £65. Will be £75 each from 2024. 2. Feed-In Tariff - £326.75. It has been particularly sunny this quarter. 3. Main Hall Commercial – The Teak Garden Furniture man has returned for 1 Saturday. 4. Main Hall Parish - Normal rent @£7 per hour. 5. Main Hall Private party - £10 per hour - £260. 6. Yeo Room Parish – Normal rent @£5 per hour. <p>We have been given full exemption from council tax by South Hams District Council. We automatically qualify for an 80% discount with the remaining 20% discretionary.</p> <p>Current Account £31671.15 Deposit Account £54276.29</p>	
<p>10. Maintenance Report</p>	<p>Chris produced a list of the various items currently being worked on and proposed future works:</p> <p>External decorating £2385 – will happen this year</p> <p>Wash windows gutters £300 – need a quote</p> <p>New wall and window (dwarf wall) - £2823 – not ordered yet needs committee approval. Questions were raised as to whether this is needed and</p>	

would it the aesthetics? It would not improve the aesthetics but would provide protection for the door from the elements.

IR heating – will need doing when the boiler fails £7200 – future spend.

Additional scene buttons – agreed to remove from the list.

Modifying yeo room heating controls - £120 agreed needs to be done

Change switching on light circuits - £1120 electrician instructed to carry out the work

Rewiring car park lights £1102.10 – works underway by Paul

Replacing front doors – powder coating is flaking £5301.60 (future spend)

Do we need to get a second opinion on whether they need replacing.

Locks would be reused. Deadlock gives us extra security.

Agreed to go ahead with the wall and glass as enables the deferring of replacing the doors.

Upgrade AV switching system £6000 (future spend)

Still temperamental – engineer has ordered a replacement to see if we can identify the issue. If further failures we would need to move to a network system.

Planters £665

Plants

Water butts £150

Paint fence - £40

Welcome sign

Indoor plants

Display POTS award

Photos of 3 villages

Repair curtains

Paint lower half of wall in MH

Tablecloths £1189

Tissues in ladies £1

	<p>Basket to stoor toilet rolls £10</p> <p>Benches and brackets £893</p> <p>Posts for car park £338</p> <p>EV charging points</p> <p>The £11k of spend identified as immediate spend Agreed. The £18k of future spend to be included in the 2024 and beyond budgets to protect the spend.</p> <p>Door locks – they are electronic and if the batteries die they do not operate. There is now a master key in a key safe on the end wall in the event of a disaster. Need people on the committee who know the code. Karen has been nominated. Paul is updating the contact list.</p> <p>Ingrid is taking over the use of the software for providing the access codes for the door from Diane.</p>	
<p>11. AOB</p>	<p>Booking Form – agreed Karen to speak to Paul to get the website updated</p> <p>April Meeting Tuesday 18th yeo room 4.30pm Ingrid to move the room booking</p> <p>Dance teacher Did we get a dance teacher? No we advertised but were not able to secure one.</p> <p>Garage next door has been broken into a couple of times of the last couple of weeks.</p>	<p>Karen</p> <p>Ingrid</p>

The meeting closed at 20.25pm.

Next Meeting	
Tuesday 18 th April 2023 @ 4.30pm	Yeo Room

Signed.....

Chair

Date.....