Thurlestone Parish Hall Committee
Meeting Minutes

Tuesday 22 April 2025, 4pm

Present:

Alison Daily	Vice Chair	Sian Hodges	Parochial Church
Karen Barker	Secretary	Gill Stone	Parish Council
Chris White	Maintenance	Jo May	Friend of the Parish Hall
Barbara Williams	Friend of the Parish Hall	Ingrid French	Bookings Clerk

Agenda Item		Action
1.	**Apologies for Absence** Apologies were received from: Caro Mellor – Friend of the Parish Hall; Lisa White – Treasurer / Bridge Matt Bright – Friend of the Parish Hall; Anna Burhouse – Friend of the Parish Hall	
2.	**Minutes of previous meeting** The minutes of the meeting held on Monday 10 March 2025 were agreed and signed. **Matters arising from the minutes:** None	
3.	**Action Log** See action log for updates and new actions.	
4.	**Upcoming Events** **VE Day Celebrations – 4th May** Event is in hand, ticket sales currently at 97. Need to get numbers confirmed before Wednesday 30/4 for catering. Advertised on social media and leaflet drop. Marquee install 7.30am Friday. Band arriving at 12 noon on the day. Gill met with Roger Kendall at the hall who has advised we would need to move the benches. Everything else was fine. **One Act Plays – 10th May** BYO food and drink for during the interval. Grant Davis has written two plays exclusive for the hall. 'Good for the Soul', a whimsical and intriguing story with a French setting and 'It just writes itself', a farcical send up of the murder mystery genre. 19 tickets booked so far.	

	Chris attending rehearsal this week to review layout of stage. Posters to go out next week.	Karen
	Annual Meeting – 20th May Wine to be provided, red and white. Karen to purchase.	Karen
	VJ Day Talk – 15th Aug The title and theme of the talk will be the Thai-Burma Railway constructed in 1943-5 With Bar. Karen to speak to Alastair	Karen
	Future events ideas - Everyone to think about future events.	
5.	**Finance Report** **Quarter 1** Income 1. Car Parking Permits 9 @ £150 each. However, 1 home is probably not going to pay this year. They do not let the property out and feels the cost has become too much. 2. Donations - £500 from Samantha Dennis to be used for the removal of the oil boiler. 3. Events Income –Will Hodshon talk - Bar Takings £225.00. Sale of WW2 exhibit £25. Pub Evening – Bar Takings £211.25 Tickets for the VE Day Celebration £72 4. Feed-in-Tariff - £318.37 for quarter 5. Main Hall Parish – Main Hall rental @ £9 or £10 per hour 6. Main Hall Private Party – 1 party @ £56. 7. Yeo Room Commercial – The Yeo Room was used for a pop-up flower shop last Friday for an hour from 3pm to 4pm 8. Yeo Room Parish – Yeo Room rental @ £6 or £7 per hour. 9. Hire of 2 Tables Expenditure 1. Events Expenditure – Will Hodshon Talk – Bar Stock £74.10 to Karen Barker; £25.86 to The Salcombe Brewery Co; Commisssion of £2.30 to SumUp for card payments. Please note that the TENS licence of £21 was purchased in Quarter 4 2024. Pub Night - £21 to Karen Barker for the TENS licence; £83.84 to Karen Barker for Bar Stock and Crisps; Commission of £3.19 to SumUp for card payments. 2. New Equipment – Nick Walker Printing £123.60 for the new outside Thurlestone Parish Hall board damaged by a grandparent – the money has still not been repaid; SSP Direct Ltd £55.62 for a Waterproof External Door Release Button; Paul Martin £77.34 for new Pickleball Bats, £4.99 for Pickleball Paddle Edge Guard Strip, £80.60 for various cold water plumbing fittings, £41.44 for a Wi-Fi Controlled 13amp Timer Switched Spur + black insulation tape; Chris	

White £34 for Salus Smart Relay Control and £116.33 for new Churchill Alchemy 10 inch dinner plates to replace those broken.
£2294.57 to Canec Ltd for Electrical Work - £282.05 of this was charged to Village Voice Magazine for work done in their cupboard; £2155.61 to Aspect Windows (Western) Ltd as 35% deposit for new front doors; £14.24 to Paul Martin for spare bulbs for the car park.

3. Accounting Legal and Professional Services - £26.40 to Solar Accounts Online for 2 months subscription
4. Caretaker Duties - £490.25 to Jenna Weeks for the January, February and March cleans – a total of 17 hours @ £17.50 per hour (I inadvertently gave her an extra 25p in February). Jenna now does an extra quick clean midweek to ensure the floor in the Main Hall is kept clean. This works out as an extra hour per month.
5. Telephone & Internet - £101.61 for January, February and March.
6. Cleaning Materials - £15.73 to Chris White for 2 x Handwash + refuse sacks.
7. Electricity – EDF December 2024 £353.93 and January 2025 £311.29. Octopus Energy February 2025 £323.80. We changed to Octopus Energy from 29/1/2025. Octopus made an initial deposit charge to join of £329.11. This will be refunded gradually over the year provided we make payments on time. The meter is read on the last day of the month and paid the following month.
8. Oil – This an accounting adjustment for the oil paid for in 2023 but still in the boiler at the beginning of the year. The oil meter is now reading 1 which means that we are nearing the end of our oil stock.
9. Property Insurance – £2177.06 for the annual payment for insurance
10. Water Rates – £91.05 for 3 months
11. Repairs – £92.75 to Dart Fire Protection for Annual Service of the Alarms
12. Uncategorised Expenses - £178.53 to Karen Barker for the Annual SYNC Subscription.

Quarter 2
Income

1. Car Parking Permits for Codmobile and Pizza Van
2. Events Income – 56 Tickets for the VE Day Celebration = £672 + 2 Tickets for One Act Plays from T Chapman = £20
3. Main Hall Parish - Main Hall rental @ £9 or £10 per hour. From April the £10 rate will increase to £11. However, these are all ad hoc bookings from hirers paying in advance for mainly Pickleball
4. Main Hall Private Party – 1 party @ £98
5. Hire of 1 table and 6 chairs

Expenditure

1. Events Expenditure - £56 to Karen Barker for 2 x TENS licences and Napkins from Ikea for the VE Day celebration.
2. Telephone & Internet - £35.57 for April
3. Electricity - £302.54 for the electricity consumed in March.
4. Water Rates - £49.19 for quarter

5. Repairs - £77.43 to Paul Martin for Maintenance - Immersion Heater, Time Switch and Fuses.

Current Account £18204.68 Deposit Account £59405.60 Money to be Banked £270.00

Sian asked why the electricity charge was higher than the budgetary figure? Chris to find out from Lisa. — Chris

6. Maintenance Report

See maintenance log for full details, updates and new actions.

Items:

20	Question is whether to have a mid rail or not. Preference is a mid rail as the doors would look more robust.
33	Awaiting on choice for new lights
38	Complete
39	Not Started
42	Awaiting Rodney
45	Lights still not right, keep tripping the fuse.
47	iBoost is done and working. Instructions to be written.
58	Booked for 26/4
62	Adjusted
63	Is the same issue as item 70
66	Complete

Sian asked about the new door catch, which doesn't always attach until someone has moved into the lobby area.

Chris will move the sensor to see if that improves it. — Chris

7. Governing Document

The following comments have been received from Anna and Sian:

<u>Anna</u>

I wonder if it's best to future proof the document by making sure that it outlines the relationship between the key roles in the overarching document via a visual organogram. Then to reference in the document that the detailed description of each role and their terms of office are available in separate documents which will describe each role and their specific duties in detail. You could state that these roles will be reviewed every 3 years and/or when a vacancy arises, so that they remain more flexible and can be future-proofed as new duties arise or change. That way as different people take on roles the specific description can also be altered to meet their skills. Does that make sense? Happy to talk it through and share an example of a role description if that's useful.

In the main document I do think it's important to state that the chair of the trustees is responsible for ensuring the overarching governance and quality assurance of the trust to ensure it conforms to the standards of the charity commission and legal

	responsibilities. I also think you need to state which of the roles holds the responsibility for being the safeguarding lead. <u>Sian</u> I have read the draft resolution document and have no comments on that. I have also read the draft rules and operating procedures. My only comment relates to 2.3.1 about the removal of Organisational representatives, which I think should also include something about consultation with the Chair of the Organisation that Committee member represents. Details of that consultation could be in the additional document which 2.3.1 refers to but I think that contact between the Organisation and the Trustees should at least be mentioned. The next steps are to incorporate the comments and review the policies. The most complex one is the safeguarding one. The proposal is to sit down with Anna to review this policy. The only documents previously agreed to go to the annual meeting was the governing document and the operating procedures.	Chris
10.	**AOB** **Beavers** The Beavers have requested to borrow the hall again this year. They have been advised that last year was a 'one off' goodwill and they would need to pay for it now. They would arrive in the evening about 6pm, stay overnight then leave sometime during the next day. Agreed at £50 and Ingrid to check they have risk assessments and a safeguarding lead in place. **Arts Forum** Arts Forum is booked and confirmed for Friday 8th August 2025 through Sunday 17th August (inclusive) Booking Start Time: Friday 8th August 2025 1200hrs Booking Finish Time: Sunday 17th August 2025 2400hrs I was wondering about temporarily removing the three villages prints to allow artists to hang larger works on the back wall using the existing brackets. Is this ok? I would limit the works to stretched canvasses only so as to not put undue weight on the brackets. Agreed, Maintenance team will remove them before the event.	Ingrid Maint Team

The meeting closed at 17.04pm.

Next Meeting	
Monday 16 June 2025 @ 4pm	Yeo Room

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