Thurlestone Parish Hall Committee
Meeting Minutes

Monday 23 June 2025, 4pm

Present:

Alison Daily	Vice Chair	Gill Stone	Parish Council
Karen Barker	Secretary	Ingrid French	Bookings Clerk
Lisa White	Treasurer	Sally Martin	Friend of the Parish Hall
Chris White	Maintenance		

Agenda Item		Action
1.	**Apologies for Absence** Apologies were received from: Sian Hodges — Parochial Church Caro Mellor — Friend of the Parish Hall Barbara Williams — Friend of the Parish Hall Jo May — Friend of the Parish Hall Anna Burhouse — Friend of the Parish Hall Matt Bright — Friend of the Parish Hall	
2.	**Minutes of previous meeting** The minutes of the meeting held on Tuesday 22 April 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 Film Night – 28th June** Entrance sign and thick red material purchased. Prosecco & Orange Juice for the welcome drink. Which are left over from the VE day. Roped barriers from the hotel. Setup at 10am Saturday. Email to be sent out for helpers. Running order: Pauls film as everyone arrives Gill do an intro Julian do his intro Interval with Bar VE Day 80 film Matts Film Bar	Karen

	VJ Day Talk – 22nd Aug The title and theme of the talk will be the Thai-Burma Railway constructed in 1943-5 With Bar. Karen to Liaise with Alastair on timings, and poster **Future events ideas -** Everyone to think about future events. Pub Night at the end of September Kurling in November – Village competition Big Band member is part of a jazz band. Gill to contact them for more details.	Karen
5.	**Finance Report** **Quarter 1** Income 1. Bank Interest - £666.81 **Quarter 2** Income 1. Donations - £100 from Juliette Atkin. I have written to her to thank her. 2. Events Income – This is from the VE Day Celebration held on May 4th and the ONE ACT PLAYS held on May10th. I have attached a separate income and expenditure sheet for each event. 3. Feed-in-Tariff - £1282.58 4. Main Hall Elections - £300 for hire of the Hall by SHDC for the County Council Election on May 1st 5. Yeo Room Commercial – Pop-up flower shop @£15 per hour 6. Yeo Room Parish – Yeo Rental @ £6 or £7.50 per hour 7. Hire of 1 table and 6 chairs + hire of 50 chairs by Rosalind Spears 8. Uncategorised Income – Sale of Gym Equipment to Kingsbridge Gymnastics Club for £500 and sale of scaffolding to Nigel Hadaway for £125. A big thank you to Brian Barker for organising these sales. Expenditure 1. Events Expenditure – See attached Income and Expenditure sheets for the VE Day Celebration and ONE ACT PLAYS. Other expenses are £21 to Karen Barker for 3 bottles of white wine; £60.37 to Karen Barker for 2 x Ink Cartridges; £146.63 for Wine for the bar (on special offer) to Karen Barker; £21 to Karen Barker for the TENS for the film night; and a further £106.48 for more bar stock. 2. New Equipment - £660 to Fire Door Controls - Supply and install 2 x Exidor 9870R SSS and connection into fire alarm system PSU; £32.40 to Anna Burhouse for plants for the containers in the car park: £95.96 to Chris White for Salus Remote Control	

3. Accounting, Legal and Professional - £39.60 to Chris White for 3 months Solar Accounts subscription.
4. Caretaker Duties – 332.50 to Jenna Weeks for the April and May cleans.
5. Telephone & Internet - £106.71 for April, May and June. Chris has just renegotiated our contract with Plusnet
6. Electricity - £211.73 for April consumption and £133.55 for May consumption.
7. Repairs - £312.02 to Dart Fire Protection for the Annual Service of Fire Extinguishers; £136.36 to Paul Martin for Aivia 210 Defibrillator Cabinet with Heating & Alarm.

Please note that I have included the invoices for the hire of the Main Hall and Yeo Room for June 2025.

Current Account £18855.83 Deposit Account £60072.41 Money to be Banked £200.00

Payphone/Landline – do we keep it or remove it? The saving is £2 per month. General view is to keep it as a backup if the power goes down and mobiles are not available. Agreed to keep it.

6. Maintenance Report

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

Items:

20	Doors – New suggestion for a lock which has led to a viable solution. Awaiting confirmation. It does mean replicating the current system of two locks. The deadlock can be fitted with or without a keypad. Keypad would be needed if access is required out of hours. Cost is currently est at £6,803
42	Rodney has been chased again, confirmed he hasn't forgotten us, still waiting for the work to be done.
50	Someone to volunteer for the bindweed, went without a response. May need to organise a working group. Hedge cutting started today.
54	Workman didn't turn up to remove the boiler.
75	Paul has completed this item.
77	Started today.
74	New item for the electrician
80	New item for the electrician
81	New item for the electrician
82	Paul to organise a new battery

Chris has been sent details of some funding/grants available from the council. The funding is dependent on us spending a minimum of £30k. It may be worth considering for the kitchen.

7. Governing Document

Ratified at the Annual Meeting.
Chris has followed the process for the Charity Commission online system and had an automated response advising a response will be received in about 20 weeks.

	The Trustees met with Anna on the policies, which was a useful discussion on the policies and clarified the position on Safeguarding and the use of the DCC policy. We will write our own policies referring to the DCC policy. The policies have been split between the trustees for drafting.	
8.	**AOB** **School Car Parking** Email received from Sharon who runs the Pilates class and had issues with the car park being full: Good morning, Not great use of the hall today. The car park was full and my Client's couldn't park in a hall i have paid to use. I approached 3 school mums who had piled into one car and left their other two on site as they all went off and I was told in no uncertain terms that the rules have changed and the school have permission to park there at any time now. The last cars left at 9.50am. If this is the case or there is an event at the school and my clients can't park or use the car park can you kindly notify me going forward. Thank you. Alison to contact Katie to discuss the issues, reinforce the agreement and ask for the information to be re-issued to parents. Chris to confirm what time the car returned. Alison to also raise the outstanding payment for the car park sign. **Sum Up** Request has been received for the Church to borrow our SumUp machines for the Chruch Fete. Agreed, but Church to be asked to ensure our charging cable is returned following the loss of one last year. **Car Park** The church have requested the use of the car park for the day of the Chruch Fete. Agreed but the Church to be advised as it is holiday time there are likely to be holiday makers cars in the car park.	Alison Chris Alison

The meeting closed at 17.05pm.

Next Meeting	
Monday 11 August 2025 @ 4pm	Yeo Room

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